



Department
for Environment
Food & Rural Affairs

Request for Quotation

Project 35036 - WEEE Research to identify and address gaps in existing WEEE data relevant to the ongoing policy review

ITT - 9681

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SECTION 1: Request for Quotation

Title: WEEE – Research to identify and address gaps in existing WEEE data relevant to the ongoing policy review

You are invited by Defra group Commercial on behalf of Defra, to submit a quotation for the requirement described in the specification below.

Please submit your quotation via the Bravo system on or before the deadline given below.

The Timetable below is subject to change by the Authority and Tenderers will be informed accordingly.

Procurement Activity	Anticipated Date	
Publish advertisement for the procurement	13/12/2021	
Deadline for clarification questions	Date	Time
	04/01/2022	14:00 GMT
Deadline for Tenders	Date	Time
	11/01/2022	12:00 GMT
Evaluation of Tenders	11/01/2022 – 14/01/2022	
Contract award notification	17/01/2022	
Contract award	19/01/2022	
Contract start date	21/01/2022	
Service commencement date	21/01/2022	
Contract End date	29/04/2022	

Duration of Contract	4 Months
Extension Period	A commitment to deliver by 29 April 2022 will be considered as part of the evaluation process

Section	Contents	Action
1	Tender Particulars	For Information
2	Evaluation	For Information
3	Specification of Requirements	For Information

Appendices	Contents	Action
A	Form of Tender	Print, Sign, Scan and Upload to Bravo
B	Authority's Conditions of Contract	For Information
C	Commercial Pricing Proposal	Complete and Upload to Bravo
D	Staff Time in Days Template	Complete and Upload to Bravo
E	Evaluation Questions	For 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).

Words/Expression	Meaning
“Authority”	Means the Department for Environment, Food and Rural Affairs acting as part of the Crown.
“Bravo”	Means the e-tendering system used by the Authority for conducting this procurement which can be found at http://defra.bravosolution.co.uk .
“Contract”	Means the contract to be entered into by the Authority and the successful supplier
“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 quotation response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

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.

Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

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 in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

Conditions of Contract

The terms and conditions attached in Bravo (Appendix B) for Short Form (Services) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Prices

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

Quotation Submission

Details of the Qualification, Technical and Commercial requirements can be located through the Bravo e-tendering portal (<http://defra.bravosolution.co.uk>).

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.

You should also note that the Authority will publish the RFQ and the Contract on the Contracts Finder Website.

By submitting a quotation, 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.

SECTION 2: Specification

This section sets out the Authority's requirements.

1.0 Introduction

All four nations of the UK are committed to protecting the environment. We all want to make our air purer, our water cleaner, our land greener and our food more sustainable. We want to restore and enhance the environment for the next generation, leaving it in a better state than we found it. A key part of the success of these ambitions will be how we tackle waste. The success of the plastic bag charge across each of the nations in reducing carrier bags in circulation by 83% demonstrates the difference that government can make but it also demonstrates we all have a role in protecting the environment. The following paragraphs sets out how each of the four nations strategies seek to move towards a more resource efficient and circular economy.

In 2017 Defra published its 25 Year Environment Plan which is a plan of action. It commits us to using resources efficiently and to keep them in use for longer to minimise waste and reduce its environmental impacts by promoting reuse and recycling. We will work towards eliminating all avoidable waste by 2050 and all avoidable plastic waste over the lifetime of the 25 Year Environment Plan.

In 2018, Defra published its Resources and Waste Strategy for England, which sets out how we will preserve our stock of material resources by minimising waste, promoting resource efficiency, and moving towards a circular economy. At the same time Defra have committed to minimise the damage caused to our natural environment by reducing and managing waste safely and carefully, and by tackling waste crime. It combines actions Defra will take in the short term with firm commitments for the coming years and gives a clear longer-term policy direction in line with England's 25 Year Environment Plan.

Wales is already recognised as a global leader when it comes to recycling achieving some of the highest municipal recycling rates in the World. Beyond Recycling¹ – a strategy to make the circular economy in Wales a reality was published earlier this year by the Welsh Government with an aim to move to a circular, low carbon economy with a set of key actions to deliver the objective of zero waste and net zero carbon emissions by 2050. These actions are focused on changing how we use resources including promoting re-use, repair, remanufacture and recycling.

¹ Welsh Government (2021) Beyond Recycling – a strategy to make the circular economy in Wales a reality - <https://gov.wales/beyond-recycling>

The Scottish Government's circular economy strategy, Making Things Last², published in 2016, sets out a clear vision and priorities for action to move towards a more circular economy; and Scotland set a series of ambitious targets to drive circularity. To ensure the necessary legislation is in place, Scottish Government will bring forward a Circular Economy Bill, later in this parliamentary session, helping facilitate the development of an economy which reduces demand for raw materials, designs products to last if possible and encourages reuse, repair, and recycling.

In Northern Ireland, the Department of Agriculture, Environment & Rural Affairs (DAERA) is currently developing the "Environment Strategy for Northern Ireland" which will consider the main long-term environmental priorities for Northern Ireland. DAERA took forward and introduced relevant amendments to environmental protection legislation, namely the Waste (Circular Economy) (Amendment) Regulations (Northern Ireland) 2020 (legislation.gov.uk)³ relating to the prevention, reduction and elimination of pollution caused by waste and in relation to the environment.

1.1. Net Zero

In 2019, the UK became the first major nation to legislate for [net zero](#) carbon emissions by 2050. This means that the government must shape policies and regulations that influence the transition of the whole economy towards net zero.

Reducing electronic waste can help to cut carbon emissions. The rise in purchases of electronic goods is a significant driver of emissions globally. By 2040 and on current trends, it is estimated that worldwide emissions from the production and use of electronics could rise to a level exceeding half that associated with the global transportation sector today.

1.2. Driving up collections of waste electricals and gadgets

The Resources and Waste Strategy for England published in 2018, adds detail the actions outlined in the 25 Year Environment Plan. It includes a commitment for the government to work with the devolved nations to consult on changing the waste electrical and electronic (WEEE) and batteries producer responsibility regimes to incentivise more sustainable design, increase recycling and ensure alignment with a common framework.

The Welsh Government's Strategy contains several preventative actions to reduce a range of household waste arisings that include WEEE. It includes specific actions to collect and recycle more materials and to work with the other UK nations to improve the legislation to ensure a right to repair, encouraging durability and increasing access to modular parts in products is promoted.

²Scottish Government (2016): Making Things Last: a circular economy strategy for Scotland - [Making Things Last: a circular economy strategy for Scotland - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/making-things-last/pages/introduction.aspx)

³ [The Waste \(Circular Economy\) \(Amendment\) Regulations \(Northern Ireland\) 2020 \(legislation.gov.uk\)](https://legislation.gov.uk/nir/reg/2020/1000/made)³

The Northern Ireland DAERA minister has agreed to work alongside the rest of the UK on policy development for the introduction of Extended Producer Responsibility (EPR) regimes for priority waste streams including packaging, textiles, waste electricals and a Deposit Return Scheme (DRS) for drinks containers.

The proposals are part of an ambitious, co-ordinated programme of waste reform which places the principle of producer responsibility at its heart.

The current system for collection and proper treatment of WEEE is based on collective producer responsibility. In other words, producers pay, based on their market share in specified equipment categories, but do not have to reprocess their own equipment, unlike in an individual producer responsibility scheme. Regulations have led to separate collections of household WEEE, primarily via Household Waste Recycling Centres (HWRCs) and retailer with industry financing the cost of collection and proper treatment since 2007.

Unlike some countries the UK does not have a system of “fees” payable by producers based on the number of units of a product they place on the market of a given product type. Rather, producers (via Producer Compliance Schemes) are set a target to collect an amount of WEEE in each category in which they place products on the market. The amount they are required to finance is based on their market share which is then applied to the collection targets set annually by government. A similar approach applies to portable batteries where producers, through membership of compliance schemes, are required to fund and collect a 45% share of batteries placed on the market, calculated on a rolling three-year average.

While the collection of larger items such as washing machines and fridges amounts to about 800,000 tonnes collected annually⁴, we believe there is much more that must be done particularly to tackle an estimated 155,000 tonnes across the UK of smaller household WEEE that is simply thrown in the bin each year⁵.

A recent study⁶ on public attitudes and behaviours found that around 86% of people, think that recycling is worth doing and is worth taking the time to do it properly.

Crucially DEFRA will be seeking views on how to roll out a service of doorstep collections that is funded by producers of that equipment rather than by local taxpayers and how that could include bulkier items such as large appliances, fridges, and TVs. We want to examine the role played by online marketplaces, internet sellers and retailers in the provision of take-back services for unwanted items and seeking views on whether heavy items such as fridges and dish washers should be taken away free of charge when a new item is delivered. We want to

⁴ <https://www.gov.uk/government/statistical-data-sets/waste-electrical-and-electronic-equipment-weee-in-the-uk>

⁵ Anthesis (2019) Electrical waste – challenges and opportunities:

https://eprints.lancs.ac.uk/id/eprint/145741/1/Material_Focus_Electrical_waste_challenges_and_opportunities.pdf.

⁶ Eunomia (2019) Ingredients for Successful WEEE EPR system:

<http://sciencesearch.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&ProjectID=20257&FromSearch=Y&Publisher=1&SearchText=EV0278&SortString=ProjectCode&SortOrder=Asc&Paging=10#Description>

extend these principles to WEEE arising by businesses and public sector organisations.

1.3. Embracing the Circular Economy

All four nations of the UK are committed to moving towards a more circular economy which will keep resources in use if possible, extract maximum value from them, minimising waste and promoting resource efficiency. It requires focusing not just on managing waste responsibly but on preventing its creation in the first place. This lifecycle approach includes considering how decisions are made at the design stage.

A circular economy is one that it is designed to reduce the demand for raw material in products; to encourage reuse, repair, and manufacture by designing and selling products and materials to last as long as possible.

Such an approach will contribute towards our goal of net zero carbon emissions by 2050. To achieve this ambition, we want your views on how producer responsibility legislation can incentivise manufactures to design better products that last longer and consume less carbon during their manufacture, for example, by using more recycled materials such as plastic.

The Scottish Government recognise that there are significant economic opportunities in building a circular economy including job creation, steps towards a wellbeing economy as well as reduction in litter on our beaches and streets. Scotland have launched a £70m fund in March this year for local authorities to use to improve their recycling systems.

By incorporating resource efficiency principles and providing a financial incentive through extended responsibility reform we can encourage more waste prevention and other actions higher up the waste hierarchy such as more re-use of unwanted equipment.

1.4. The Environment Act 2021

The Environment Act of the [Parliament of the United Kingdom](#) received Royal Assent in the autumn of 2021 and aims to improve [air](#) and [water quality](#), [protect wildlife](#), increase [recycling](#) and reduce [plastic waste](#). This piece of legislation is part of a new legal framework for [environmental protection](#), given the UK no longer comes under EU law post-[Brexit](#).

1.5. The Waste Electrical and Electronic Equipment Regulations

The 2006 Waste Electrical and Electronic Equipment Regulations established the principle of producer responsibility for waste electricals and sought to reduce the volume of WEEE sent to landfill and drive up the separate collection of WEEE. It placed a responsibility on manufacturers and importers to finance the collection and proper treatment of WEEE collected at household waste recycling centres and retailers through membership of Producer Compliance Schemes. A separate system was introduced for non-household WEEE collections.

New regulations were introduced in 2013 that set annual UK-wide targets, set by the Secretary of State. Those targets were handed down to compliance schemes based on the market share of their members, across 14 categories of equipment. A “compliance fee” was introduced payable by schemes that had been unable to meet their collection targets. Funds raised by producers have been used to commission research, support increased levels of local authority collections for re-use and recycling and to support a consumer awareness campaign.

1.6. Case for change

DEFRA will use the WEEE Review to explore ways to avoid WEEE going to land field, encourage collection and treatment of WEEE (re-use, recycle, safe disposal) through EPR, to correct the unequal treatment of producers selling in the UK with those selling through online market platforms, maximise value from our resources and minimise waste through the circular use of materials and to retain Critical Raw Materials (CRMs).

DEFRA aims to reset the level of ambition to increase levels of collection for re-use and recycling and ensure future regulations play a full part in embracing the circular economy and net zero carbon emissions by 2050.

DEFRA believes that online marketplaces and fulfilment houses should have financial obligations since they play such a significant role in the marketing and supply of equipment – often on behalf of overseas sellers. Defra is also considering the same in the case of batteries.

2.0 Aim of the research

To gather quantitative evidence needed for the Impact Assessment about;

1. New obligation in which online marketplaces take on new “producer obligations”
2. Strengthen retailer/seller/ (internet sellers) obligations (take-back) and re-use
3. New obligation in which producers finance the cost of bulky waste collections currently undertaken by local authorities

3.0 Project Objectives

3.1. New obligations on online marketplaces

Defra is considering imposing new financial obligations on online marketplaces and fulfilment houses since they play such a significant role in the marketing and supply of equipment – often on behalf of overseas sellers.

Significant amounts of equipment are sold via Online Marketplaces and this amount is set to increase, with the coronavirus pandemic further accelerating the trend towards online shopping. This significant growth can be attributed to the fact that leading distributors and retailers have expanded their internet presence in recent years as well as overseas players using the internet to access the UK market, Transactional websites, and the move towards ‘omni-channel’ services are commonplace. A significant proportion of this equipment will contain batteries and, of course, batteries can also be purchased directly through online marketplaces.

Under the WEEE Regulations, a producer is defined as a business who places equipment on the UK market and is either:

- manufactured and sold EEE under your own brand in the UK;
- resold equipment made by someone else under your own brand (if a company's own brand appears exclusively on the equipment, they are the producer);
- imported equipment on a commercial basis to the UK ;
- established outside of the UK and supply directly to the UK market by distance selling (for example, online, mail order or by phone).

However, online sales enable a producer to place equipment on the UK market from anywhere in the world. Irrespective of whether the business has a UK presence they have a legal obligation to register with the relevant environment agency and join a Producer Compliance Scheme (PCS) to meet their financial obligations. In many cases, these overseas sellers will use a recognised Online Market Place brand in the UK to sell their products relying heavily on the brand reputation of that company to appeal to the customer. In many cases, that marketplace will also carry stock and fulfil orders on behalf of the overseas seller thereby providing for rapid delivery of orders that otherwise would not be possible.

Whilst facilitating UK sales, the online marketplace has no obligations under the current WEEE Regulations since they would not meet the definition of a “producer” or “distributor”. It is the overseas seller that would be classified as both the producer and distributor and consequently have legal obligations under the regulations.

The producer obligations set out in the WEEE regulations are enforced by the environment agencies of the four nations of the UK. Within the Waste Batteries and Accumulators Regulations 2009, the same enforcement split applies for portable batteries. Distributor obligations are regulated across the UK by the Office of Product Standards and Safety (OPSS). However, those regulators do not have any jurisdiction overseas. There is a high level of non-compliance amongst those online sellers that do not have a UK presence. Those businesses are not meeting their financial obligations. The consequence of this is that UK registered

producers are financing the cost of collection and proper treatment of a significant volume of equipment that is placed on the UK market by overseas sellers when it becomes waste. This creates an unlevel playing field between producers of equipment who are registered with PCSs in the UK and therefore meet their financial obligations under the WEEE Regulations and those, often based overseas, who sell via online platforms and do not. Some reports have estimated that as much as 46,000 tonnes of equipment are placed on the UK market each year by online platforms whose sellers are not meeting their financial obligations.⁷

Distributors placing more than 32kg of portable batteries a year on the market are required to provide a free take-back service at any place they provide these batteries. Many online sellers do not have a physical presence, and it is not possible to offer a postal return service for waste batteries.

3.2. Case for Change

Defra is considering imposing new financial obligations on online marketplaces and fulfilment houses. The underlying principle and requirement will be that Online Marketplaces contribute to the waste management cost obligations in a way that is equivalent to producers. A new category of producer would be created for online marketplaces and fulfilment houses. They would be required to meet producer obligations laid down in revised regulations on behalf of their overseas sellers. This would include the requirement to:

- Register with a Producer Compliance Scheme
- Submit data in relation to EEE placed on the market
- Pay registration fees to the Environment Agency
- Meet their financial obligations through their membership of a PCS

We would envisage it being necessary for the current charging regimes for producers and PCSs to be reviewed to recognise that a new category of producer had been created with different compliance monitoring costs incurred by the regulator for that new category. Revised charging would appear to range from either a new fee category for Online Marketplaces to charging them the cost of all the producer fees that would have been payable by their individual sellers for whom the platform submit data and received an obligation.

Defra will consult on how on-line sellers should be defined in the provision recognising that we want obligations to be fairly applied across different types of businesses. For example, businesses selling most goods online, but also having one or more shops should not be able to meet their collection obligations at those stores alone. We would also like to seek views on whether obligations should rest with the fulfilment house where the product has been supplied from overseas, with no UK based distributor.

⁷ Material Focus (2019): 'Electrical waste – challenges and opportunities'

https://eprints.lancs.ac.uk/id/eprint/145741/1/Material_Focus_Electrical_waste_challenges_and_opportunities.pdf

3.3. Strengthen retailer/seller/ (internet sellers) obligations (take-back) and re-use

Retailers and internet sellers, known as distributors in the regulations, already have several obligations in relation to the take back of unwanted electrical equipment from householders. These are:

- To provide a free one-for-one take back service for unwanted electrical equipment from householders on the purchase of a new item of a similar function¹.
- To provide free take back of very small electricals if their store sales area is more than 400m²²
- To provide customers with information about their role in the take back of electrical items and options available to the customer for the disposal of their unwanted WEEE.³
- To require retailers to keep a record of the amount of WEEE they collect from private households⁴.

Under the current system, retailers and internet sellers can discharge their obligations by joining the Distributor Takeback Scheme (DTS)⁵ as an alternative to providing take-back facilities themselves. This scheme has raised over £13 million from retailers and internet sellers since 2007 and has provided £9 million of funding to Local Authorities to establish separate collection facilities for WEEE at household waste and recycling centres (HWRC) and £1 million of subsequent site maintenance funding. Every local authority across the UK that operates HWRCs has benefitted from this scheme.

3.4. Case for change

At present, the UK has one of the lowest collection rates from retailers in Europe. Our research⁶ further indicates that the UK is currently the only country in Europe that provides an alternative to retailers and internet sellers from providing take-back facilities themselves. There is evidence that mandating retailers to do physical take back can have benefits in terms of increasing collections, given their proximity to householders, particularly where that is supported by effective communication to consumers.

Research by Ipsos Mori⁸ has shown that convenience plays a large factor in ensuring householders dispose of their unwanted electrical items properly and 42% of consumers surveyed said they would use collection points at supermarkets if they were available. Several countries, including Belgium and Ireland, already have more comprehensive requirements for retailer take-back than European legislation⁹ requires, with free take-back on delivery of new products and take-back of small items in store without the requirement to purchase a similar item, irrespective of store size. Retailers take-back has been shown to be most

⁸ Waste electricals and electronic equipment: Public attitudes and consumer behaviour in the UK (2021), Material Focus, January 2021. [The public and waste electricals - Recycle Your Electricals](#)

⁹ Directive 2012/19/EU of the European Parliament and of the Council of 4 July 2012 on waste electrical and electronic equipment (WEEE)

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02012L0019-20180704>

effective in countries where there is a strong emphasis on communications campaigns, such as in France and the Republic of Ireland¹⁰.

Recognising the important role retailers can play in enhancing the collection network, the government, since January 2021, has required large retailers to provide in store take back on a one-for-one, like-for-like basis on the sale of a new item. Those retailers are no longer able to fulfil their obligations via membership of the Distributor Take-back Scheme. Online only retailers and small retailers with an annual turnover of less than £100k per annum can continue to fulfil their obligations by membership of the current DTS. Defra is considering further options for increasing collections through retailers and online sellers.

Encouraging greater levels of collection of unwanted equipment in the retail take-back system has several benefits beyond driving higher levels of collection for recycling. Taking back unwanted material from the home by sellers ensures it is likely to be handled in a similar fashion to new equipment and is not exposed to the elements as is typical at HWRCs. This leads to an increase in the re-use potential of unwanted equipment and so supports our drive towards a circular economy. The value of re-usable equipment is already recognised by major retailers who often have strategic relationships with partner organisations for the supply of equipment that has re-use potential thus prioritising re-use over recycling.

We define 1:1 take back as the obligation to take any WEEE item on a like-for-like one-to-one basis when buying an electric or electronic product of a certain size – small WEEE. It should be of at least equivalent convenience to that currently provided by businesses selling via stores. This could for example be offered via a collection on delivery service, access to local drop off points, a system of pre-paid or refundable returns akin to that provided for return of unwanted purchases. This would be in addition to their obligation outlined below where they are required to offer free collection on delivery for large items.

We define 0:1 take back as the obligation to take any WEEE item in any category when buying an electric or electronic product of a certain size – small WEEE. It would only apply to those retailers who already have to offer a 1:1 take back service, as of January 2021

Communications would play an important part of successful delivery of the measures outlined in Proposals 1-3. The Government believes retailers and internet sellers must ensure they make customers aware of the various options available to them for disposing their unwanted equipment, including the retailer takeback obligations at the point they purchase a new product.

At present, the PCS must provide a means for distributors to deliver WEEE into their network. However, this could be some distance from the distributors premises and could therefore act as a considerable disincentive for the distributor to proactively seek to drive up their collections from their customers. This proposal would remove the cost to retailers of moving the WEEE to a reuse

¹⁰ Eunomia (2019): Ingredients for a successful WEEE EPR System, <http://scienceresearch.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&ProjectID=20257&FromSearch=Y&Publisher=1&SearchText=EV0278&SortString=ProjectCode&SortOrder=Asc&Paging=10#Description>

or recycling facility and would perhaps incentivise retailers to innovate to collect more.

3.5. New obligation in which producers finance the cost of bulky waste collections currently undertaken by local authorities

The existing WEEE Regulations ensure that producers, via membership of Producer Compliance Schemes, finance the cost collection and proper treatment WEEE that is deposited at those sites. Generally, this is likely to be WEEE directly deposited by householders but will also include WEEE collected via bulky waste collections, bring banks or through doorstep collection services. The cost of collection and proper treatment of any fly-tipped household WEEE that has been recovered by local authorities and taken to a DCF would also be met by a PCS.

Most local authorities offer a bulky waste collection service which may be used by residents for large equipment such as washing machines or fridges. There is typically a fee levied for this service which varies between local authorities.

3.6. Case for change

For WEEE items that are considered too large to collect via integration with existing collection rounds, Defra is considering that local authorities should continue to collect via their existing bulky waste collection services. However, it is proposing that the provision of this service would be free of charge to local taxpayers. Local authorities would be compensated by producers and distributors that did not provide take-back services. As with collection rounds for small WEEE we would propose a modelled approach to compensation provided to local authorities rather than a system of reimbursement of actual costs. If such a provision is introduced, householders will still have the option of taking their large electrical items to a household waste and recycling centre, if this is more convenient for them.

The Government has wider plans to introduce the concept of Extended Producer Responsibility across all forms of bulky waste.

Defra is considering whether heavy items such as fridges and dish washers should be taken away free of charge when a new item is delivered.

Defra is considering collecting WEEE bulky from kerbside through LAs instead of the current system where consumers pay for the collection when buying new items (examples: TVs, computer monitors, fridges, freezers, dishwashers, washing machines, cookers, etc.).

Bulky waste collection services offered typically on a chargeable basis by local authorities will be transferred to producers and distributors that do not offer take-back services.

Larger items and appliances are often delivered to the home irrespective of whether the item was purchased in store or online. Most sellers will currently offer to take an old appliance away for a supplementary charge. That charge will act as a

disincentive to some consumers and we therefore propose to remove this charge and require retailers and internet sellers to offer this service at no additional charge

We would welcome your views on whether some flexibility should be built into the requirements recognising that items may need to be disconnected or emptied (e.g., a freezer) and so may not be ready for collection at the same time as delivery of the new item. There might also be circumstances when the delivery vehicle may not have sufficient spare capacity to take the old appliance away at the point of delivery. We consider a 28-day timeframe to be reasonable and in line with the existing guidance on in store take back obligations.

Our research indicates that the Curry's collection on delivery service offer also includes the opportunity for householders to hand over small items as well as their old appliance. We would welcome your views on whether to mandate that requirement.

Defra will consider whether on-line sellers should be defined in this provision recognising that obligations should be fairly applied across different types of businesses. For example, businesses selling most goods online, but also having one or more shops should not be able to meet their collection obligations at those stores alone. Defra will also consider whether obligations should rest with the relevant fulfilment house or online marketplace where the product has been supplied from overseas, with no UK based distributor.

3.7. Categories of electric and electronic products

For reference, these are the 14 categories of electric and electronic products:

1. Large household appliances (e.g., fridges, washing machines)
2. Small household appliances (e.g., kettles, vacuum cleaners)
3. IT & telecoms equipment (e.g., computers, telephones)
4. Consumer equipment (e.g., radios, security systems)
5. Lighting equipment (e.g., luminaires)
6. Electrical & electronic tools (e.g., drills, pumps)
7. Toys, leisure & sports equipment (e.g., gaming, exercise equipment)
8. Medical devices (except implanted & infected products)
9. Monitoring & control equipment (e.g., meters, production control, smoke detectors)
10. Automatic dispensers (e.g., food and drink, photo booths)
11. Display equipment (e.g., TVs, monitors)
12. Appliances containing refrigerants (e.g., fridges, AC, heat pumps)
13. Gas discharge lamps & LED light sources
14. PV panels (e.g., solar panels)

3.8. Research Questions

3.8.1. New obligation on online marketplaces

The key research questions that the research would need to answer are:

- How should on-line marketplaces be defined in this provision recognising that we want obligations to be fairly applied across different types of businesses. Please consider the case of businesses selling most goods online but also selling through shops. Would they be able to meet their obligations at those stores alone?
- Where should the take-back obligations rest with the fulfilment house - where the product has been supplied from overseas with no UK based distributor? Should that differ depending on whether the seller is based in the UK or overseas?
- How should Defra set a take-back obligation for online marketplaces? Should they remain able to pay into a scheme, e.g., like the current distributor take-back scheme used to support increased levels of collections for re-use and recycling?
- Should a new fee category for Online Marketplaces include the cost of all the producer fees that would have been payable by their individual sellers for whom the platform submit data and received an obligation?
- Should online marketplaces initially be able to use estimated weight data using a protocol agreed with the environment agencies? Or should they use actual data?
- Should online marketplaces only be obligated on behalf of their overseas sellers?
- What other ways, if any, should government explore to tackle the issue of non-compliance with the WEEE Regulations by online sellers in UK and overseas?
- Should obligations be set as a proportion of market share? Or should an alternative way be used?
- How much should the online market sellers pay? What should the size of the obligation be?
- How much money is it likely to be collected with a new obligation potentially falling on internet sellers and on online marketplaces?

3.8.2. Strengthen retailer/seller/ (internet sellers) obligations (take-back) and re-use

Take back (1:1 and 0:1):

- How much additional WEEE (in tons/units) is it likely to be captured/collected with a new obligation potentially falling on internet sellers and on online marketplaces to undertake take-back of WEEE and batteries?
- What is your estimate of WEEE that will be diverted away from landfill because of this 1:1 take-back measures? This information should be provided for all categories WEEE and portable batteries.
- What is your estimate of WEEE that will be diverted away from landfill because of this 0:1 take-back measures? This information should be provided for all categories WEEE and portable batteries.
- What would the additional costs to business of imposing 1:1 and 0:1 take back to online marketplaces and large retailers (take any WEEE item in any category when buying an electric or electronic product of a certain size – small WEEE) be?
- What would the additional costs to business of imposing 1:1 and 0:1 take back (like4like, one4one) be on online sellers/online marketplaces?
- What will be the likely costs to retailers and internet, sellers/online and online marketplaces to make customers aware at point of sale of disposal options/collection of WEEE?
- What's the carbon impact/assessment and benefits (of WEEE diverted away from land field due to the 1:1 and 0:1 take back measures)?
- Are there currently any barriers to collecting WEEE and batteries from retailers? Perhaps a question about current barriers to collecting this for both retailers and Las?

Re-use

- What potential scope exists to add an obligation or target on retailers, internet sellers and online marketplaces to maximise re-use of WEEE returns?
- Should there be a reduced obligation for smaller businesses? Are there some businesses more suitable to have re-use obligations or a re-use target?
- What would the carbon assessment and benefits of the above measures be?

3.8.3. New obligation in which producers finance the cost of bulky waste collections currently undertaken by local authorities

- Should the rollout of producer financed bulky waste collections currently undertaken by LAs for large electricals happen ahead of wider plans for Extended Producer Responsibility to be extended more generally to the bulky waste sector.
- What are the volumes (weight and units) of collection of large WEEE – how much WEEE is currently (2019) collected **by Retailers** (For example, Dixon's, John Lewis, etc.)
- What are the costs of collecting large WEEE **by retailers**? (Cost data - Capital, overhead and operational costs)
- What are the volumes (weight and units) of collection – how much WEEE is currently (2019) collected **by LAs** (how many fridges, freezers, etc.) each year? Most local authorities also offer a bulky waste collection service which may be used by residents for large equipment such as washing machines or fridges. There is typically a fee levied for this service which varies between local authorities.
- What is the cost of collection of large (bulky) WEEE from the doorstep **via a Local Authority** bulky waste collection service (cost data - Capital, overhead and operational costs)?
- What would the carbon assessment be?

4.0 Proposals

- The proposal should state your understanding of what the research proposal is, why you are suitable to carry out the work and a budget.
- You must supply a breakdown of the costings into project stages, with associated deliverables/milestones. The costs should reflect the value of work delivered in that stage.
- You must specify what measures you will put in place to ensure quality throughout the project, including in the outputs they send to Defra.

5.0 Deliverables/Outputs

The main deliverable will be a report with analysis of modulation criteria, as well as examples and concrete recommendations which will be written in a clear, non-technical way,

The report, addressing the questions laid out in Deliverables 1, 2 and 3 (see below) should give a comprehensive account of the methodologies and quality assurance processes used. Accompanying this report should be all relevant data sets in an agreed, accessible format (e.g., comma separated variable). Additionally, qualitative info that is used to inform the findings should be made available to Defra.

- **Interim Report with a summary of the findings**
- **Final Report covering recommendations for EPR for electrical and electronic equipment (EEE), and Executive summary with key recommendations**
- **Final 1-hour presentation of key findings in a webinar (seminar?) organised by DEFRA**

5.1 Expertise

- Knowledge of the waste management sector
- Knowledge of the electric and electronic equipment and waste production sector
- The Authority expects high quality outputs. All outputs will need to be reviewed and commented on by Defra, potentially resulting in several iterations needed.
- The contractors should plan their timings and costs to account for potential multiple iterations of outputs. They must put quality assurance in place before they send outputs to DEFRA.
- Although delivery of the final report by 29 April 2022 would meet the needs of the project, when assessing the technical quality of the tender, timeliness of delivery will be one of the criteria used by the evaluation panel. Therefore, all other things being equal, a higher score will be given to those tenders that can guarantee delivery by 29 April 2022.
- Defra requires published outputs to be of a high standard, in plain English and without grammar or spelling errors. We reserve the right to require the contractor to appoint, at their own expense, a proof-reader and/or copy editor if we can demonstrate that the standard falls well below similar previously published reports.
- The tables on *appendices C and D* should be provided summarising prices. The tables must be annotated to itemise any assumptions you have made, beyond those stated in this ITT.

- Suppliers must not include any reference to price in their technical submission. The table should be provided as an attachment to the commercial envelope in Bravo.

5.2. Summary timetable of deliverables

Number	Details of deliverable	Date 2022
Deliverable 1	Interim Report with a summary of the main findings	31/03/2022
Deliverable 2	Final Report covering recommendations for EPR for electrical and electronic equipment (EEE), and Executive summary with key recommendations	29/04/2021
Deliverable 3	Final 1-hour presentation of key findings in a webinar (seminar) organised by DEFRA	29/04/2022

6.0 Payment

Please note payment will be made in three stages. The payment percentage split will be as below;

- Deliverable 1 – 50% of the total cost
- Deliverable 2 – 35% of the total cost
- Deliverable 3 – 15% of the total cost

All payments will be made to successful tenderer according to the agreed milestones and deliverables. However, where there has been an overpayment made by the Authority to the Contractor, such monies shall be a sum recoverable.

Please Note:

Tenderers must be aware that all Tenders are submitted in acceptance of agreed Authority's terms and conditions of Contract (*Appendix B*). Any clarifications regarding terms and conditions must be discussed & agreed during the Tender period. No discussion of terms and conditions of Contract shall be held following Tender submission. Failure to agree with the terms and conditions of Contract post Tender shall result in a bid being deemed non-compliant.

7.0 Travel and subsistence

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel

All Journeys – Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motorcycles	24p	24p
Passenger supplement	5p	5p

Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g., on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

UK Subsistence

Location	Rate
London (Bed and Breakfast)	£130 per night
Rates for specific cities (Bed and Breakfast)	Bristol £100 per night Weybridge £100 per night Warrington £90 per night Reading £85 per night
UK Other (Bed and Breakfast)	£75 per night for all other locations

SECTION 3: Evaluation

1.0 Evaluation criteria

Evaluation comprises the stages set out in the table below. More information on evaluation criteria is set out in Bravo

Stage	Section Reference	Evaluation Criteria	Question Scoring/ Weighting (%)
Stage 1	Form of Tender	This stage is not scored but if you do not upload a complete, signed, and dated Form of Tender in accordance with the instructions in Bravo, your Tender will be rejected as non-compliant.	Pass/Fail
Stage 2	Organisation and Contact Details	This stage is not scored but you will be eliminated from the procurement if the information is not provided in full.	Pass/Fail
Stage 3	Grounds for Mandatory Rejection	This stage is not scored but if you answer “Yes” to any of the questions the Authority will reject your Tender.	Pass/Fail
Stage 4	Grounds for Discretionary Rejection	This stage is not scored but if you answer “Yes” to any of the questions the Authority may reject your Tender.	Pass/Fail
Stage 5	Financial & Economic Standing	This stage is not scored but you may be eliminated from the procurement if the Authority believes your organisation does not have the financial resources to provide the goods/services required.	Pass/Fail
Stage 6	Technical & Professional Ability – Project Specific Requirements) (Technical Questionnaire)	This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire.	Scored. The Total Technical Score will be produced by the sub-weighted scores of the following questions: F01 – Sustainability – Pass/Fail

			<p>F02 Health and Safety - Pass/Fail</p> <p>E01 - Organisational Experience, Capability and Resources - 5%</p> <p>E02 - Understanding Project Objectives - 10%</p> <p>E03 - Approach and Methodology – 50%</p> <p>E04 – Proposed Project Team – 20%</p> <p>E05 – Project Management – 15%</p>
Stage 7	Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule	Scored
Stage 8		<p>If you pass stages 1 to 5 your Tender will be evaluated in stages 6 to 7</p> <p>The final score is calculated as follows:</p> <p>70% is made up of the total of Stage 6</p> <p>30% is made up from Stage 7</p>	Scored

Stages 1-5

- 1.1 The Authority will review your responses to these stages. The Authority may choose to reject your submission based on your responses, as detailed in the table above.

Financial standing (pass/fail)

- 1.2 The Authority will review the economic information provided in Stage 5 of the response form 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.
- 1.3 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 your parent company, if applicable; and/or

- 1.4 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.
- 1.5 The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure.
- 1.6 **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.
- 1.7 Tenders will be evaluated on quality and price using the evaluation criteria set out in Bravo to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender after the weightings in clause 1.9 are applied.
- 1.8 Each question will be scored separately, and no reference will be made between the questions.
- 1.9 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
 - the total quality scores awarded will form 70% of the final score.
 - The score awarded for price will form 30% of the final score.
- 1.10 Each scoring question in the quality evaluation is given a weighting to indicate the relative importance of that question in the overall quality score. Weightings for quality scores are provided with the evaluation criteria and are detailed on Bravo for each question in the response form. The evaluation criteria for price are set out in the Pricing Schedule.
- 1.11 Evaluation of Tenders will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Tenders applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.
- 1.12 Tender responses will form part of the Contract awarded to the successful Tenderer.

2. STAGE 7: TECHNICAL REQUIREMENTS

Technical evaluation

The information received in the Tender submission will be evaluated against the following contract award criteria and weightings:

- Technical (Quality) – 70% weighting of overall score. This is broken down as specified in the table below.
- Commercial (Cost) – 30% of overall score (further details provided below).

The Tender submission comprises information submitted for the technical criteria (described below) and commercial (cost) criteria (described below). **Please note that information on prices should not be included with the information provided for the technical criteria.**

Scoring Criteria – Technical Evaluation

The Technical Evaluation will be scored as follows:

Scoring Criteria (for information)

- **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.
- **For a score of 70:** Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.
- **For a score of 50:** Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.
- **For a score of 20:** Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.
- **For a score of 0:** Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

If a Tenderer receives a 'Fail' in any of the questions F01 - F02 they will be eliminated from the procurement.

To meet minimum standards for this Request for Quotation, if a score of 20 or less is awarded for one or more of the technical criteria (E01 to E05), the Tender will be rejected.

The maximum score will be awarded to the Tenderer who receives the highest technical marks. The remaining Tenderers will receive scores on a pro rata basis from the highest to the lowest technical marks. The calculation used is the following:

Score = Technical Score / Highest Technical Score x 70 (Maximum available marks)

For example, if three Tender Responses are received and Supplier A receives 500 marks for their Response, Supplier B receives 400 and Supplier C receives 300, then the calculation will be as follows:

Supplier A Score = $500/500 \times 30$ (Maximum available marks) = 30

Supplier B Score = $400/500 \times 30$ (Maximum available marks) = 24

Supplier C Score = $300/500 \times 30$ (Maximum available marks) = 18

2.1. Details of the technical criteria and information requirements/Questions

E01 Organisational Experience, Capability and Resources (Weighting: 5%)

Please describe your organisation's capability in delivering research projects that are relevant or comparable to this specification. Please include a list of up to 5 references to relevant publications and or projects that your organisation has managed within the last 5 years. Please describe any resources that you think are relevant to delivery of the project such as data, software, or code.

Your response must be a maximum of 2 side of A4, font size 12. Please upload a document with the filename: "E01 - Your Company Name"

Evaluation criteria

Higher marks will be awarded to submissions which demonstrate:

- Significant and relevant recent experience and capability of effectively delivering comparable projects to those required for delivering these Services
- Overview of relevant resources selected to deliver the previous projects including, library or literature search facilities, computing facilities, software, data, and code and how these apply to the method chosen to deliver these Services.

E02 Understanding Project Objectives (10%)

Please provide an overview of your understanding of the project and the objectives of the research. This section should demonstrate your understanding of the project, the key issues / challenges involved in carrying out the research and provide an overview of how your recommended approach and method will address the research questions posed. In this section you should describe your overall approach and how the elements of your proposed methodology link back to the research questions.

Your response must be a maximum of three sides of A4, font size 12 (including diagrams). Any responses exceeding three sides of A4 will not be evaluated beyond the last page. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E02 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- An understanding of the rationale and context for the project
- An awareness of the key issues and challenges in relation to carrying out the project and achieving the aims and objectives, and how these will be managed
- Clearly show how your overall recommended approach will address each of the research questions

E03 Approach and Methodology (Weighting 50%)

Please detail the methodology to be adopted to answer the research questions and meet the project aims and objectives. The Tenderer should set out in detail each element of the methodology and how this will be carried out, including the approach, design, analytical strategy, and any related risks. The Tenderer should demonstrate their knowledge of relevant research approaches that could be used to and suggest an appropriate methodology that will deliver the full scope of requirements in the specification. Any input required from the Authority should be outlined, as well as the approach to dissemination of the findings.

Your response can be a maximum of 8 side(s) of A4, font size 12. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E03 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- A clear approach to each of the objectives
- Understanding of the research and analytical methods to be used, and data analysis requirements

- Understanding of how the methodological elements will link together and answer the research questions
- Knowledge of relevant research approaches that will deliver the full scope of requirements
- How each element of the specification of requirements (SoR) outlined in section 3 will be fulfilled
- An awareness of appropriate dissemination activities
- An awareness of risks associated with the methodological approach, including risk rating and proposed mitigation measures
- The level of input and guidance that the successful bidder will require from the Authority

E04 Proposed Project Team (Weighting: 20%)

Please provide details of the proposed project team and team structure that you intend to use to deliver this project, including any sub-contractors and/or associates. CVs for key staff should be submitted to support your response (max 2 A4 sides per CV). In your response, please include a table showing the staff days expected to be spent on the project per task, including both specialists and assistants. Please **do not** provide any financial data or day rates within this part of your tender.

Please identify the individual(s) who will have overall management responsibility for the research and/or identify the Project Director and nominate a representative for day-to-day contact with the Authority's Project Officer.

Your response must be a maximum of 2 side(s) of A4 font size 12. Please also include a completed Appendix A. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E04 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- Senior staff are putting sufficient time into the key phases of the project
- the individuals who make up the proposed team have sufficient and relevant experience, influence/authority, and capability to successfully deliver this project
- 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 in place to effectively manage these arrangements throughout the contract.
- The experience of the staff proposed is appropriate to the roles allocated.
- staff retention plans are in place to minimise turnover of key staff members

- the individuals who will fulfil key roles Project Director and Project Manager

E05 Project Management (15%)

Please detail the adequacy of the proposed project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions and Gannt chart.

Your response must be a maximum of 2 side(s) of A4, font size 12. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E05 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate

- Your organisational approach to project management and how this is implemented
- How you plan to keep the authority informed of progress made and any difficulties encountered
- A Gannt chart presenting timelines and inter-dependencies between work streams, particularly sequencing of work

3) Accessibility requirements

Contractors are expected to meet government requirements for accessible reports (guidance is available here: www.gov.uk/guidance/guidance-and-tools-for-digital-accessibility).

This includes, but is not limited to, consideration of:

- font (size, style, and justification)
- headings and sub-headings to structure reports
- alt-text for images, charts, or graphs
- table captions and summaries in all tables
- colours that are suitable for those with colour-blindness

For every commission, contractors are expected to outline how they will meet accessibility requirements and what processes they have in place to assure this. The exact outputs should be discussed with the commissioning team, but accessibility should be considered in all outputs (e.g., Word, PowerPoint, CSV data files or PDF documents). Defra can provide a Word template where contractors do not already have an in-house accessible report template.

APPENDIX A

FORM OF TENDER

To be returned by **12:00** GMT on **11 January 2022**

TENDER FOR THE: WEEE – Research to identify and address gaps in existing WEEE data relevant to the ongoing policy review

Tender Ref: **9681**

1. We have examined the invitation to tender and its schedules set out below (the **ITT**) and do hereby offer to provide the goods and/or services specified in the ITT and in accordance with the attached documents to the Authority commencing **(Date to be confirmed)** for the period specified in the ITT.
 - Tender Particulars (Section 1)
 - Specification of Requirements (Section 2)
 - Evaluation (Section 3)
 - Form of Tender (Appendix A)
 - Authority's Conditions of Contract (*Appendix B*)
2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
3. We agree that:
 - a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
 - b. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2000, the Contract may be executed electronically using the Authority's electronic tendering and contract management system, Bravo;
 - c. we are legally bound to comply with the confidentiality provisions set out in the ITT;
 - d. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;

- e. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and
- f. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:

- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
- b. if there are or may be such circumstances giving rise to an actual or potential conflict of interest, we have disclosed this in full to the Authority.

5. We undertake and it shall be a condition of the Contract that:

- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
- b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
- c. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.

6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

Signed

Date

In the capacity of

**Authorised to sign
Tender for and on
behalf of**

Postal Address _____

Post Code _____
Telephone No. _____

Email Address: _____

APPENDIX B

AUTHORITY'S CONDITIONS OF CONTRACT

This Document is available on BRAVO Portal

APPENDIX C

Commercial Pricing Proposal

This Document is available on BRAVO Portal

APPENDIX D

Staff Time in Days Template

This Document is available on BRAVO Portal

APPENDIX E

Technical Evaluation Questions

This Document is available on BRAVO Portal

If a Tenderer receives a 'Fail' in any of the questions on Sustainability and Equality and Diversity Policy, they will be eliminated from the procurement.

F01 - Sustainability - Pass/Fail

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:

<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 organisation's approach.

Your response should:

- demonstrate that the Tenderer has a sustainability policy in place; and
- provide evidence as to how the Tenderer will reduce the environmental impacts of delivering this contract.

A "fail" will be allocated to a response that does not demonstrate any evidence of addressing sustainability.

Please upload your response with filename 'Your Company Name_F01'. Your response must be a maximum of 2 sides of A4, minimum font size 10.

F02 – Health & Safety – Pass/Fail

Tenderers should provide details of suitably robust procedures for health and safety, including how they will conduct measurements in a safe manner.

A "Fail" will be allocated to a response that does not demonstrate any evidence of addressing health and safety.

Please upload your response with filename 'Your Company Name_F02'. Your response must be a maximum of 2 sides of A4, minimum font size 10.

The technical evaluation will account for **70%** of the total marks.

E01 Organisational Experience, Capability and Resources (Weighting: 5%)

Please describe your organisation's capability in delivering research projects that are relevant or comparable to this specification. Please include a list of up to 5 references to relevant publications and or projects that your organisation has managed within the last 5 years. Please describe any resources that you think are relevant to delivery of the project such as data, software, or code.

Your response must be a maximum of 2 side of A4, font size 12. Please upload a document with the filename: "E01 - Your Company Name"

Evaluation criteria

Higher marks will be awarded to submissions which demonstrate:

- Significant and relevant recent experience and capability of effectively delivering comparable projects to those required for delivering these Services
- Overview of relevant resources selected to deliver the previous projects including, library or literature search facilities, computing facilities, software, data, and code and how these apply to the method chosen to deliver these Services.

E02 Understanding Project Objectives (10%)

Please provide an overview of your understanding of the project and the objectives of the research. This section should demonstrate your understanding of the project, the key issues / challenges involved in carrying out the research and provide an overview of how your recommended approach and method will address the research questions posed. In this section you should describe your overall approach and how the elements of your proposed methodology link back to the research questions.

Your response must be a maximum of three sides of A4, font size 12 (including diagrams). Any responses exceeding three sides of A4 will not be evaluated beyond the last page. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E02 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- An understanding of the rationale and context for the project
- An awareness of the key issues and challenges in relation to carrying out the project and achieving the aims and objectives, and how these will be managed
- Clearly show how your overall recommended approach will address each of the research questions

E03 Approach and Methodology (Weighting 50%)

Please detail the methodology to be adopted to answer the research questions and meet the project aims and objectives. The Tenderer should set out in detail each element of the methodology and how this will be carried out, including the approach, design, analytical strategy, and any related risks. The Tenderer should demonstrate their knowledge of relevant research approaches that could be used to and suggest an appropriate methodology that will deliver the full scope of requirements in the specification. Any input required from the Authority should be outlined, as well as the approach to dissemination of the findings.

Your response can be a maximum of 8 side(s) of A4, font size 12. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E03 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- A clear approach to each of the objectives
- Understanding of the research and analytical methods to be used, and data analysis requirements
- Understanding of how the methodological elements will link together and answer the research questions
- Knowledge of relevant research approaches that will deliver the full scope of requirements
- How each element of the specification of requirements (SoR) outlined in section 3 will be fulfilled
- An awareness of appropriate dissemination activities
- An awareness of risks associated with the methodological approach, including risk rating and proposed mitigation measures
- The level of input and guidance that the successful bidder will require from the Authority

E04 Proposed Project Team (Weighting: 20%)

Please provide details of the proposed project team and team structure that you intend to use to deliver this project, including any sub-contractors and/or associates. CVs for key staff should be submitted to support your response (max 2 A4 sides per CV). In your response, please include a table showing the staff days expected to be spent on the project per task, including both specialists and assistants. Please **do not** provide any financial data or day rates within this part of your tender.

Please identify the individual(s) who will have overall management responsibility for the research and/or identify the Project Director and nominate a representative for day-to-day contact with the Authority's Project Officer.

Your response must be a maximum of 2 side(s) of A4 font size 12. Please also include a completed Appendix A. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E04 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- Senior staff are putting sufficient time into the key phases of the project
- the individuals who make up the proposed team have sufficient and relevant experience, influence/authority, and capability to successfully deliver this project
- 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 in place to effectively manage these arrangements throughout the contract.
- The experience of the staff proposed is appropriate to the roles allocated.
- staff retention plans are in place to minimise turnover of key staff members
- the individuals who will fulfil key roles Project Director and Project Manager

E05 Project Management (15%)

Please detail the adequacy of the proposed project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions and Gantt chart.

Your response must be a maximum of 2 side(s) of A4, font size 12. Links to other documents will not be considered as part of your response e.g., links to published documents online, etc. Please upload a document with the filename: 'E05 Your Company Name'.

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate

- Your organisational approach to project management and how this is implemented
- How you plan to keep the authority informed of progress made and any difficulties encountered

- A Gantt chart presenting timelines and inter-dependencies between work streams, particularly sequencing of work