



Department
for Environment
Food & Rural Affairs

Request for Quotation

MARKET STUDY OF COFFEE LOGS AND OTHER
NEW AND EMERGING FUELS

ITT - 9482

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Request for Quotation

Title: MARKET STUDY OF COFFEE LOGS AND OTHER NEW AND EMERGING FUELS

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	12/11/2021	
Deadline for clarification questions	Date	Time
	23/11/2021	14:00 GMT
Deadline for Tenders	Date	Time
	03/12/2021	12:00 GMT
Evaluation of Tenders	04/12/2021 - 16/12/2021	
Contract award notification	22/12/2021	
Contract award	24/12/2021	
Contract start date	06/01/2022	
Service commencement date	06/01/2022	
Duration of Contract	until 31 March 2022	
Extension Period	31 March is the ideal end date, but tenders for a later delivery date will be considered. However, a commitment to deliver by 31 March 2022 will be considered as part of	

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.

Term	Definition
BEIS	Department for Business, Energy, and Industrial Strategy
DUKES	Digest of UK Energy Statistics
MSFs	Manufactured Solid Fuels

1.0 Introduction

Domestic burning is a major contributor to our national emissions of fine particulate matter (PM_{2.5}), estimated to account for 43% of PM_{2.5} emissions¹. This pollutant has been identified by the World Health Organization as the most damaging to people's health. The tiny particles in smoke can enter the bloodstream and internal organs, causing long term health issues as well as having more immediate impacts on some, such as breathing problems or asthma attacks. Given the impact of PM_{2.5} on human health, the government considers that it is important we take action to reduce the emissions from domestic burning, and their impact on the health of householders and their neighbours.

The Air Quality (Domestic Solid Fuels Standards) (England) Regulations 2020² introduced measures to tackle the harmful emissions from domestic burning. Through these Regulations, the sale of the most harmful types of fuels is being phased out from May 2021. The objective of these measures is to shift people from more polluting to less polluting fuels, i.e. from wet wood to dry wood, and from traditional house coal to low sulphur manufactured solid fuels.

The key changes include:

- Requirement for wood sold in small volumes, under 2m³, to have a moisture content of 20% or less.
- Wet wood (moisture content greater than 20%) sold in units of 2m³ or more must be accompanied with advice on how to dry and store before use.

¹ [Emissions of air pollutants in the UK – Particulate matter \(PM₁₀ and PM_{2.5}\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/emissions-of-air-pollutants-in-the-uk-particulate-matter-pm10-and-pm25)

² [The Air Quality \(Domestic Solid Fuels Standards\) \(England\) Regulations 2020 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2020/1250/contents/make)

- Traditional house coal has been banned from general sale (i.e., supermarkets, garage forecourts, etc.) from 1 May 2021. Approved coal merchants are able to supply loose coal direct to consumers until 30 April 2023, after which all sales of traditional house coal for use in domestic premises will be banned.
- Manufactured solid fuels (MSFs) sold in England need to meet sulphur and smoke emission limits. They need to be certified to confirm that they have a sulphur content below 2% and emit less than 5g of smoke per hour. This broadens existing Smoke Control Area requirements for MSFs into a national requirement across the whole of England.

The Authority is aware that new fuels, such as coffee logs, are entering the market. As stated in the Clean Air Strategy³, the government wants to encourage innovation, but customers need to be certain that these products are safe to use, and no testing standard for emissions currently exists. Further research is needed to consider the most appropriate standard for these products to ensure that health and environmental impacts are minimized. The government has stated that it intends to review these fuels with a view to setting relevant standards. In the meantime, these fuels are exempt from the new requirements for MSFs and may continue to be sold outside Smoke Control Areas.

2.0 Aim of the research

This proposed study is a first step in the review of these new and emerging fuels.

Domestic combustion using wood as a fuel accounted for 38 per cent of primary emissions of PM_{2.5} in 2019 (with all emissions from domestic burning accounting for 43 per cent of PM_{2.5} emissions), based on the best available data. The Authority knows there is uncertainty about this data, given the difficulties in accurately estimating the extent and nature of domestic burning, and we are working to reduce this uncertainty. The Authority (Defra) want to find out the share and size of the market for coffee logs and other emerging waste-based fuels (such as olive logs) and to know the market trends, e.g., is the market share increasing? If so, what are the drivers? Is this because of the 2020 domestic fuels legislation, and to what extent? How rapidly is any growth in market share taking place? This will help in understanding the scale of the issue, and whether it is proportionate to commission further research into emissions from these fuels when combusted with a view to introducing appropriate regulations.

The Authority is aware that, since the new measures were introduced, lignite is starting to be sold as a fuel for domestic burning. The new requirements do not apply to lignite, and concerns have been raised that this is a highly polluting form of coal. The Authority are also looking for information about the size of the market (and trends and their response to the new requirements) for this fuel, and any other emerging fuels such as pet coke, to see whether research into these fuels and possible new standards is proportionate.

³ [Clean Air Strategy 2019 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/clean-air-strategy-2019)

3.0 Project Requirements

The proposed project consists of two core work packages. Each work package is outlined below.

3.1 Work Package 1 (WP1)

The Contractor will:

- Identify the main new and emerging domestic fuels to be covered by this market study (**Deliverable 1.1**). This decision will be based on the current market share of fuels, and also expected developments over the next few years. It is expected that coffee logs and lignite must be covered. The Contractor must specify the fuels to be covered and provide the rationale for choosing these fuels and must outline the data sources used to inform the study. The Contractor's approach will need to be agreed with the Authority.
- Carry out a quantitative study to assess the size of the domestic burning market in England for each of these new and emerging fuels during the 2020/2021 burning season. The contractor must also provide information separately on the size of the wider market for these fuels, including pubs, hotels, restaurants, and holiday lets (**Deliverable 1.2**). Again, the Contractor will determine the method for calculating this information (for example, carrying out surveys, desk-based research, or a mixture of different approaches) and must explain the reasons for choosing this method. The explanation should acknowledge the limitations of the chosen method, and how these will be addressed. The method and the format for presenting this information will need to be agreed with the Authority.
- Calculate the domestic burning market share in England for each of these fuels during the 2020/2021 season. The contractor must also calculate the wider market share as for Deliverable 1.2 (**Deliverable 1.3**). The Authority would expect the Contractor to use the outcomes of their quantitative study of the market size for each fuel for this period, along with existing data providing information about the market share of more established fuels such as wood, coal and manufactured solid fuels. The Authority would expect that the data used will include the Digest of UK Energy Statistics (DUKES) produced by the Department for Business, Energy, and Industrial Strategy (BEIS). The method for calculating the market share and the format for presenting this information will need to be agreed with the Authority.
- Carry out an assessment of historical trends in the market for the identified new and emerging fuels (**Deliverable 1.4**) covering the last five to ten years, for example. This should include a qualitative assessment of the drivers behind these trends. This will include an assessment of the extent to which the Air Quality (Domestic Solid Fuels Standards) (England) Regulations 2020 are responsible for any change in the volume of sales of these fuels. The Contractor will propose the methodology to be used and agree this with the

Authority. The Authority would expect that this will include discussions with industry, in particular retailers of these fuels. This assessment will be developed further under Work Package 2 (WP2).

- Produce an interim report for the Authority setting out the outputs from this Work Package (**Deliverable 1.5**). This will be developed further under WP2.

3.2 Work Package 2 (WP2)

The Contractor will:

- Carry out a quantitative study to assess the size of the domestic burning market (and the wider market as in WP1) in England for each of the new and emerging fuels identified under WP1 during the 2021/2022 season (**Deliverable 2.1**). The Contractor will use the method agreed with the Authority for Deliverable 1.2.
- Calculate the domestic burning market share (and the wider market share as in WP1) in England for each of these fuels during the 2021/2022 season, using the method agreed with the Authority under WP1 for Deliverable 1.3 (**Deliverable 2.2**).
- Further develop the assessment of trends in the market for the identified fuels (**Deliverable 2.3**). The Authority expects the Contractor to build on the assessment carried out under WP1. WP2's assessment should reflect the data obtained under WP1 and WP2 and include a further qualitative assessment of the drivers behind these trends, including the impact of the domestic fuels Regulations. Again, the Contractor must propose the methodology to be used and agree this with the Authority.
- Produce a final report for the Authority setting out the outputs from WP1 and this Work Package (**Deliverable 2.4**). This will build on the interim report produced under WP1.

3.3 Project Management

3.3.1 Project management for WP1 and WP2

The Contractor will be required to meet with Defra on a monthly basis (**Deliverable 3.1**) to discuss contract performance and any issues relating to the Contract. These meetings should be co-ordinated by the Contractor but can be hosted at Defra buildings, or virtually.

The Contractor will also be required to submit separate reports to the dedicated Contract Manager on a monthly basis (**Deliverable 3.2**), by email with accompanying papers if necessary, and supported by teleconference with the Authority as appropriate. The reports will detail progress towards relevant

deliverables and spend on the budget. Invoices will only be signed off on receipt and acceptance of these monthly reports. The monthly reports must contain:

- An up-to-date version of the risk register for the contract deliverables and the Issues Log (see Risk Management section).
- An up-to-date assessment of progress against each of the deliverables in the contract, highlighting any actual or likely slippage that may cause a delay.
- An up-to-date tracker of spend on contract deliverables, including baseline and projected spends to highlight where issues may occur.
- A detailed log of all ad hoc requests.

In addition to these monthly meetings, the Contractor will attend fortnightly calls (**Deliverable 3.3**) with the Defra contract manager to provide quick updates and raise any issues that may have arisen.

3.3.2 Risk Management

The Contractor will be required to produce and maintain a project risk register (**Deliverable 3.4**) which should be reviewed regularly and presented for consideration at monthly meetings.

Bids must include details of any perceived risks for the project which could affect the Contractor's ability to deliver the required outputs. Please consider the following (this list is not exhaustive):

- health & safety (including any Covid-related considerations)
- industry unable or unwilling to provide required information
- uncertainty related to the data or outcomes of the study (including analysis of the drivers behind market trends)
- the Authority's business needs changing during implementation

The risk assessment should include what the risk is, who the risk owner is, the unmitigated level of risk (high, medium, or low), the mitigation measures to be put in place and the resulting final level of risk. Alongside the risk appraisal, a description should be provided of the implications for the Authority of project failure at different levels of risk.

Bids must also include details on the amount of cover available for key members of the project team or organisations in the event that they are temporarily or permanently no longer available for work on the project. This must be complete cover for the position(s) in question. It is expected that mitigation measures for this

risk are robustly provided, and where possible, evidenced. Where relevant, the selection methods for sub-contractors or consortium members should be included.

The Contractor will be required to produce and maintain an Issues Log (**Deliverable 3.5**) which should be reviewed regularly and presented for consideration at monthly meetings. The Contractor should highlight issues at an early stage to the Authority, along with their plans for resolving these.

4.0 Outputs

Outputs, such as reports, must be designed to communicate effectively with the policy customers in Defra. All outputs are subject to approval and sign off by the Authority.

The specified outputs for this Project are:

4.1 Management Outputs and Meetings

- An inception plan that includes a draft project plan and delivery timetable (**Deliverable 4.1**).
- An initial meeting with the Authority to discuss and agree options and confirm the project plan and delivery timetable (**Deliverable 4.2**)
- Provide full secretariat agendas and producing minutes for the monthly progress meetings (**Deliverable 4.3**). The Authority's appointed Contract Manager from Defra who is leading the project will assist in teleconferencing arrangements/arranging meeting rooms (if appropriate).
- Presentation of interim and final reports (**Deliverable 4.4**).

4.2 Technical Outputs

- A brief report outlining the rationale behind the choice of fuels to be covered by this market study (**Deliverable 1.1**).
- An interim report setting out the outputs from WP1 (**Deliverable 1.5**).
- A final report setting out the outputs from WP1 and WP2 (**Deliverable 2.4**).
- Concise monthly progress reports (**Deliverable 3.2**).
- A project risk register (**Deliverable 3.4**).
- An inception plan (**Deliverable 4.1**).

The interim report (**Deliverable 1.5**) should include as a minimum:

- Background;
- Rationale for choosing the fuels to be covered by this market study;
- Explanation of methods used to assess the size of the domestic burning market (and the wider market) for each of these fuels during the 2020/2021 season;
- Results and analysis of this assessment;
- Explanation of the data and methods used to calculate the market share for each of these fuels during the 2020/2021 season;
- Results and analysis of this calculation;

- Explanation of the methodology used to carry out an assessment of trends in the market for the identified new and emerging fuels;
- Assessment of trends in the market for these fuels;
- Uncertainties and implications;
- Initial/emerging conclusions and recommendations;
- References, glossary, list of abbreviations.

The final report (**Deliverable 2.4**) should include as a minimum:

- Background;
- Summary of the content of the interim report
- Results and analysis of the quantitative study to assess the size of the domestic burning market (and the wider market) for each of the fuels identified under WP1 during the 2021/2022 season;
- Results and analysis of the calculation of the domestic burning (and wider burning) market share for each of these fuels during the 2021/2022 season;
- Explanation of the methodology used to carry out the further assessment of trends in the market for the identified new and emerging fuels;
- Assessment of trends in the market for these fuels (building on the assessment in the interim report);
- Uncertainties and implications;
- Conclusions and recommendations;
- References, glossary, list of abbreviations.

The structure of both these reports will be agreed in advance with the Authority.

4.3 Summary table of deliverables

Number	Details of deliverable
1.1	Identification of the main new and emerging domestic fuels to be covered by this market study
1.2	Quantitative study to assess the size of the domestic burning market in England for each of these new and emerging fuels during the 2020/2021 burning season. Separate information on the size of the wider market for these fuels, including pubs, hotels, restaurants, and holiday lets
1.3	Calculation of domestic burning market share in England for each of these fuels during the 2020/2021 season.

	Calculation of wider market share as for Deliverable 1.2
1.4	Assessment of historical trends in the market for the identified new and emerging fuels
1.5	Interim report setting out the outputs from WP1
2.1	Quantitative study to assess the size of the domestic burning market (and the wider market as in 1.2) in England for each of the new and emerging fuels identified under 1.1 during the 2021/2022 season
2.2	Calculation of domestic burning market share (and the wider market share as in 1.3) in England for each of these fuels during the 2021/2022 season
2.3	Further develop the assessment of trends in the market for the identified fuels
2.4	Final report setting out the outputs from WP1 and WP2
3.1	Monthly meetings to discuss contract performance and any issues
3.2	Monthly reports submitted to Contract Manager
3.3	Fortnightly reports with Contract Manager
3.4	Risk register
3.5	Issues Log
4.1	Inception plan (including draft project plan and delivery timetable)
4.2	Initial meeting to discuss and agree options and confirm the project plan and delivery timetable
4.3	Provide full secretariat agendas and producing minutes for the monthly progress meetings
4.4	Presentation of interim and final reports

5.0 Timing

The ideal time allocated to each work package is as follows. However, fully justified tenders for later delivery dates for each work package will be considered.

Work Programme	Duration
WP1	January – February 2022
WP2	January – March 2022

6.0 Payment

Please provide costs in stages for WP1 and WP2. The first payment (35% of total cost) will be made on completion of work package 1. The second and final payment (65% of total cost) will be made on delivery of work package 2 and the final report. All payments will be made to successful tenderer according to the agreed milestones. However, where there has been an overpayment made by the Authority to the Contractor, such monies shall be a sum recoverable.

The Contract will also have the option to be extended, based on the requirements of Defra.

Please Note:

Tenderers must be aware that all Tenders are submitted in acceptance of agreed Authority's terms and conditions of Contract. 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

8.0 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.	<p>Scored. The Total Technical Score will be produced by the sub-weighted scores of the following questions:</p> <p>E01 – Sustainability – Pass/Fail</p> <p>E02 Health and Safety - Pass/Fail</p> <p>E03 - Approach and Methodology- 45%</p> <p>E04 – Project team, experience, and expertise - 25%</p> <p>E05 – Project Management and Plan – 15%</p> <p>E06 – Quality Assurance – 10%</p> <p>E07 – Risk management – 5%</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.

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.

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 (E03 to E06), 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

Details of the technical criteria and information requirements

E01 – 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_E01’. Your response must be a maximum of 2 sides of A4, minimum font size 10.

E02 – 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_E02’. Your response must be a maximum of 2 sides of A4, minimum font size 10.

E03 – Approach and methodology - 45%

Please detail your proposed approach and methodology to achieve the deliverables and outputs set out in the Specification of Requirements.

Your response should:

- demonstrate a methodological approach to how the work will be conducted in order to ensure the Authority’s objectives are met;
- demonstrate a robust justification of how the methods proposed are appropriate (including an evidence-based rationale) and will meet the Authority’s requirements for each work package;
- demonstrate a thorough understanding of the specification of requirements;
- provide sufficient milestones towards the achievement of the deliverables that will demonstrate the progress of the project; and
- outline how the bidder will work with the Authority to obtain all relevant clearances throughout the Contract.

Work Package 1 (WP1):

- Identification of the specific new and emerging fuels to be covered by this study is a Deliverable of this project. Tenderers should set out in their proposal the rationale for decisions reached, including the evidence used. Data sources should be accessible and appropriately referenced.
- Tenderers should put forward a suitable method for calculating the size of the domestic burning market (and, separately, for the wider market, including pubs, hotels, restaurants, and holiday lets) for the identified fuels, and explain the reasons for choosing this method.
- Tenderers should put forward a suitable method for calculating the market share of the identified fuels (domestic burning market and, separately, the wider market as above), and explain the reasons for choosing this method. Data sources should be accessible and appropriately referenced.
- Tenderers should put forward a suitable methodology for assessing market trends for these fuels, and explain the rationale behind this approach
- Tenderers should outline how uncertainty will be dealt with.
- Tenderers should demonstrate awareness of the challenges of carrying out this study, and detail how they will address these.

Work Package 2 (WP2):

- Tenderers should put forward a suitable methodology for developing the market trends assessment and explain the rationale behind this approach.
- Tenderers should outline how uncertainty will be dealt with.
- Tenderers should demonstrate awareness of the challenges of carrying out this study, and detail how they will address these.

Please upload your response with filename 'Your Company Name_E03'. Your response must be a maximum of 12 sides of A4, minimum font size 10.

E04 – Project team, experience, and expertise - 25%

Please briefly indicate your proposed project team's previous experience of work comparable/relevant to the delivery of the Specification Requirement.

Your response should include details of each team member's relevant experience in meeting the requirements of this Contract. You should describe the structure of the team and the roles for each team member on the project, clearly defining roles and responsibilities of any consortium or sub-contractor relationships.

Please also provide abridged CVs for the Project Manager and all team members, including sub-contractors (please do not exceed two (2) pages per person). CVs should reflect the individual's experience relevant to the task allocated to them in this project.

Your response should demonstrate:

- the knowledge and experience to successfully deliver this specification;
- that the team's skills, knowledge and experience are relevant to meeting the project requirements;
- a proven track record in their respective fields of expertise; any specialist expertise and prior knowledge and experience that can add value;
- how the team's skills and expertise are relevant to this Contract;
- that appropriate measures are provided and justified, should key individuals become unavailable during the life of the Contract;
- relevant experience and qualifications of individuals; and
- experience of both technical aspects of the Contract and project management must be demonstrated.

Please upload your response with filename 'Your Company Name_E04'. Your response must be a maximum of 4 sides of A4 (excluding CVs), minimum font size 10.

E05 – Project management and plan - 15%

Outline your approach to managing the project, including any consortium or subcontracting arrangements, to ensure full collaboration amongst the project team which will ensure the outputs are delivered on time and to the quality expected; including the final report.

Please identify the individual(s) who would have overall management responsibility for the research and nominate a representative for day-to-day contact with the Authority's Contract Manager.

Your response should demonstrate:

- a simple, transparent management structure with named individuals and clear responsibility for delivery of the project and appropriate communication with the Authority;
- unambiguous proposals for any consortium/sub-contracting arrangements, ensuring they are comprehensive and reasonable and there are measures in place to effectively manage these arrangements throughout the Contract;
- how you plan to keep the Authority informed of progress made and any difficulties encountered;
- how you plan to obtain clearance for all outputs from the Authority;
- the work plan and detailed programme in Gantt chart format (or similar) with key deliverable dates. The programme format should be generic, commencing from award (Week 0) and should show each activity in the project, itemised under each specific objective with start and end times, timing of proposed progress meetings and scheduled dates for project deliverables (the plan should take into consideration time needed for the Authority's clearance and approval of all outputs);
- your organisational approach to internal approval of draft and final reports before submission;
- clear reporting lines and appropriate escalation procedures;
- a complete work breakdown structure with a description of allotted time and resources against deliverables. Resources indicate which grade of staff (names not required) would work on which aspect of the Contract; and plans for cover in the event of staff absences, including within any subcontractors; and
- staff retention plans in place to minimise turnover of key staff members.

Please upload your response with filename 'Your Company Name_E05'. Your response must be a maximum of 4 sides of A4 plus Gantt chart, minimum font size 10.

E06 – Quality assurance - 10%

Provide details of how you intend to quality assure and quality control outputs so that deliverables are provided efficiently, to a high standard and on time.

Your response should include the following:

- the overall approach to QA/QC, including the roles and responsibilities required, the outputs produced for the Authority and the timescales under which these will occur;
- a demonstration of your awareness of the consequences of low-quality data and service for the Authority;

- the QA/QC approach that will be used to ensure that all outputs are accurate and transparent;
- a demonstration of how you validate and verify your approach both internally and externally;
- how you would respond to the Authority if any complaints or concerns about quality were raised; and
- how results will be presented to the Authority.

Please upload your response with filename 'Your Company Name_E06'. Your response must be a maximum of 2 sides of A4, minimum font size 10

E07 - Risk management - 5%

Please provide a risk assessment for delivering against the aims and objectives listed in the specification, as well as details of the mitigation measures you would adopt to avoid these being realised. This should include:

- details of the nominated team member responsible for producing, maintaining and sharing a project risk register;
- an assessment of perceived risks to the project which could affect the Tenderer's ability to deliver the required project, which include technical, personnel, sub-contractor, stakeholder, timetable, and commercial risks; and
- a draft risk log with mitigation measures: for each risk, detail how it may affect the delivery of the project, the unmitigated level of risk (high, medium or low), the mitigation measures to be put in place, and the resulting final level of risk. The risk owner should also be identified.

Please upload your response with filename 'Your Company Name_E07'. Your response must be a maximum of 2 sides of A4, minimum font size 10.

APPENDIX A

FORM OF TENDER

To be returned by **12:00** GMT on **03 December 2021**

TENDER FOR THE: **MARKET STUDY OF COFFEE LOGS AND OTHER NEW AND EMERGING FUELS**

Tender Ref: 9482

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 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