Part 1 scoping study to assess the resilience of the UK’s cold supply chain to rising and extreme temperatures.

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| **Part 1 of a two-part research project** |

Tender Reference Number: LW-0424

# Specification of Requirements

Invitation to Tender for Part 1 scoping study to assess the resilience of the UK’s cold supply chain from rising and extreme temperatures.

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| **Part 1 of a two-part research project** |

Tender Reference Number: LW-0424

Deadline for Tender Responses: 16 May 2024

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| **Part 1 of a two-part research project**This specification outlines the scope, objectives and outputs of an initial scoping study to assess the resilience of the UK cold supply chain to rising temperatures and extreme heat due to climate change. We are commissioning this scoping study to establish an evidence base, framed around a component analysis, which will inform an end-to-end assessment of exposure, vulnerability and effective responses to rising temperatures and extreme heat. This assessment will be undertaken in the 2nd part of the research. |

# Introduction and summary of requirements / Preamble

The Climate Change Committee (CCC) is an independent, statutory body established under the Climate Change Act in 2008. The CCC has been commissioned by the Department for Environment, Food and Rural Affairs to conduct the Fourth UK Climate Change Risk Assessment Independent Assessment (CCRA4-IA). This will assess the risk the UK faces from Climate Change across society and the economy, the level of adaptation taken as well as options for further adaptation measures.

# Background

The CCC is currently collecting evidence and preparing its advice for the Fourth Climate Change Risk Assessment (CCRA4), due for publication in 2026. This will look to assess the risks the UK faces today and in the future, and assess adaptation actions that can be taken to reduce these risks.

As part of CCRA4, we will be developing a new output to complement the Technical Report, as produced in [previous CCRAs](https://www.ukclimaterisk.org/publications/technical-report-ccra3-ia/) and assesses the range of risks and opportunities facing the UK from climate change and the urgency for adaptation in the next five years. This output – to be known as the ‘Well-adapted UK report’ (WA report) – will focus on the potential for key adaptation actions to reduce the climate risks threatening the achievement of key UK policy and societal outcomes and hence set out a vision for aspects of a well-adapted UK. The WA report aims to provide a policy-relevant evidence base on effective systemic adaptation scenarios, their costs and benefits (and how these are distributed across society) and the investment needs to deliver on them.

One aspect of the WA report will consider the resilience of particularly critical sectors in the UK, and to inform these assessments we are commissioning analysis to assess the required level of resilience to minimise future rising risks associated with climate change, including quantification of a cost-optimal level of resilience.

One of the areas we are assessing in depth is the resilience of cold supply chains in the UK. We would like to better understand how climate change could disrupt the UK’s supply of essential goods that rely on a temperature-controlled supply chain. Specifically, we are interested in assessing the exposure, vulnerability, and resilience of the UK cold chain to temperature related climate hazards and evaluating cost optimal adaptation measures for the sector.

We anticipate that the scale and complexity of the UK’s cold supply chain will be difficult to analyse effectively in its entirety, so we propose developing a ‘component analysis’ which looks in depth at a range of tangible ‘parts’ of the supply chain to help build a national level picture of risk exposure and paths to resilience.

We will be commissioning this research in two parts. The purpose of this specification is to commission Part 1 – a scoping study to develop the evidence base through a ‘component analysis’ covering a range of specific ‘parts’ of the cold supply chain which would be assessed in detail in a potential follow-on study (Part 2 – to be commissioned separately following completion of this scoping study).

# Aims and Objectives

The overall aim of our research is to assess the resilience of the UK cold chain in supplying essential[[1]](#footnote-2) food and pharmaceutical products to businesses, health services and consumers in the context of rising temperatures due to climate change; understand the potential impacts on different (particularly vulnerable) actors/communities and testing the cost-effectiveness of a range of adaptation solutions.

The purpose of this ‘Part 1’ study is to establish the feasibility of, and provide the basis for, undertaking this assessment in a focused and evidence-based way by identifying, cataloguing and characterising the most critical and vulnerable aspects of the UK’s cold supply chain and evidence of current adaptation measures, as well as defining the metrics and methodology to be used in Part 2 (which would be commissioned as a separately following this scoping study).

Specifically we want suppliers to:

1. Review existing and planned research, datasets, modelling tools, experts and reports.
2. Engage with key industry and government representatives.
3. Map and classify (either geographically, schematically or otherwise) the UK’s cold chain for food and pharmaceutical products.
4. Identify appropriate impact metrics with which to assess the impacts from rising temperatures and extreme heat and the effectiveness of measures to improve resilience.
5. Undertake a ‘component analysis’ of the UK’s cold supply chain for food and pharmaceutical goods, which compiles available evidence on the current state of criticality, dependency, condition and adaptation across the supply chain.
6. Propose a methodology for deriving a UK level assessment of impacts to/resilience of the UK cold supply chain to temperature hazards for analysis of key components.

# Key considerations:

* We want to assess the resilience of supply into and around the UK, of essential food and pharmaceutical products[[2]](#footnote-3) which currently or in the future might rely on the temperature-controlled supply chains. We are not considering impacts on exports out of the UK.
* By ‘essential’ we are interested in the supply of products which are most important to human health (nutritionally, medically). In addition, we may consider the supply of a limited number of products which don’t have nutritional or medical importance, such as cheese or ice cream, but this should be justified on the basis of being especially significant in terms of economic value.
* We primarily want to consider the resilience of the cold chain to temperature related climate hazards – namely rising seasonal average temperatures, and the increasing severity and frequency of extreme (either short-lived or prolonged) heatwaves.
* We are primarily interested in how these temperature-related hazards act upon both physical assets/infrastructure of the cold chain as well as direct effects on people e.g. heat stress to workers in the cold chain.
* We want to consider how different types of UK businesses and consumers might be impacted by cold supply chain disruption, particularly identifying those which are most vulnerable. For example, health impacts to older people, nutritional and cost of living implications to poorer households and food security of remote communities.
* We are interested primarily in health (e.g. dietary, medical) and economic (e.g. loss of revenue, inflated prices) impacts to the UK as a result of disruption to essential products, and how these manifest in different parts of the supply chain and at different levels (regional, national) - the identification of potential impact metrics should therefore reflect this
* We consider the extent of the cold supply chain for food from post-harvest (refrigeration on farm through processing/manufacture, distribution, retail to storage before final consumption (food service, hospitality, domestic). Factors related to pre-cold chain activities, e.g. crop production, should be considered as far as possible in as much as they are fundamental to the integrity/quality of products within the cold chain – we will not be assessing the resilience of food production to climate hazards as a specific focus of this study.
* We consider a similar extent for the cold supply chain for pharmaceutical goods, from production and processing through to storage before final consumption.
* We wish to consider the resilience of key international segments of the UK’s cold supply chain to temperature hazards, but only consider impacts in terms of how they affect the UK (i.e. we are interested in how UK businesses, health services and consumers will be affected by disruption that occurs to the cold chain in transit to the UK).
* As far as possible we want to understand and differentiate the risks from temperature hazards to the cold chain in the context of broader risks to supply chain resilience (e.g. other climate hazards, non-climate hazards such as geopolitical risks).
* We are interested in understanding how temperature hazards due to climate change might increase the reliance of the UK on the cold chain compared to today, including potentially requiring a wider range of products to be delivered through a temperature-controlled system.
* We are interested primarily in assessing the temperature-resilience of the cold chain and measures that can be taken to improve it (rather than decarbonisation of the cold chain) however we are interested in understanding significant interactions with Net Zero – such as opportunities to reduce food waste, emissions from energy and f-gases and the decarbonisation of cold chain assets.

# Required activities and suggested methodology

Below we set out a set of required deliverables and suggested methodology. However in the case of the latter, we acknowledge the complexity of this research and invite bidders to propose alternative, more effective methodologies which would enable us to achieve our research objectives in an evidence-based way. Part 1 will involve a combination of qualitative and quantitative analysis as well as targeted engagement with industry experts and Government policy leads, as follows:

1. **Task 1: Review existing and planned research, datasets, modelling tools, experts and reports (Suggested effort - 10%)**. We want to understand existing and planned evidence and analysis that could be relevant to the focus and aims of this study (primarily in a UK context), and relevant subject matter experts, so our research can complement, build on, and leverage this as best possible.
* We expect this to include data on the condition of assets, types of businesses and communities that comprise/rely on the cold chain, evidence on past supply disruptions and existing standards, methodologies, analysis and modelling tools (either direct or indirectly) relevant to assessing the resilience of the cold chain to heat-related hazards, as well as industry and academic experts.
* We anticipate that some evidence may sit within the private sector and would expect the successful contractor to have an effective network to enable access to relevant evidence and insights that are not in the public domain for the purpose of this task.
* Bids should set out an approach to undertaking this evidence review, including how data and experts will be identified and obtained and how evidence will be categorised and catalogued in a structured manner.
1. **Task 2: Engage with key industry and government representatives (15%)**. We want to ensure relevant subject matter experts and decision makers can input to the scoping and delivery of the research project (including provision of relevant data/evidence, reviewing and refining analysis) and are supportive of its outputs.
* This will include convening an Advisory Group of key stakeholders, which the supplier will coordinate and facilitate, including preparing and liaising with members, agreeing dates and agendas, preparing and socialising papers, facilitating the Chair to run the meetings.
* Suppliers will work with the CCC to identify suitable members of the Advisory Group with the CCC having the final say over this decision.
* The Advisory Group should be consulted on decisions related to each of the tasks set out below to support the relevance and robustness of the research.
* Bids should set out the intended approach and schedule to get the most out of an advisory group for this project (in the timetable in Section 9 we have set out a suggested schedule of three meetings but invite suppliers to suggest their own plan). This should include an identification of some potential members ensuring that there is a range of relevant expertise covering the different backgrounds identified above.
1. **Task 3: Map and classify (either geographically, schematically or otherwise) the UK’s cold chain for food and pharmaceutical products (10%).** We want to use this mapping exercise to help identify and prioritise particular components to focus on in Task 5 (i.e. providing a cross-section of the most critical and vulnerable components and how it might be impacted and adapt to temperature hazards). For example this might identify particular infrastructure (ports, HGVs) and actors (businesses, health services, communities) which are particularly vulnerable, nodes and links (assets, activities) which are particularly critical/bottlenecks for resilience of supply, and where there might be redundancy in the system.
* There are different approaches to how this mapping and classification could be approached, such as agreeing (with the Advisory Group) a short list of ‘essential’ food and pharmaceutical products and mapping the end-to-end journey into/around the UK or developing an archetypal ‘model’ capturing key characteristics of different aspects of the UK’s cold supply chain relevant to assessing resilience to temperature related climate hazards.
* Bids should set out a proposed methodology and justification, including feasibility and suitability for providing a representative assessment of the most critical, vulnerable aspects of the supply chain and for extrapolating a national level assessment of risk exposure and paths to resilience.
1. **Task 4: Identify appropriate impact metrics with which to assess the impacts from rising temperatures and extreme heat and the effectiveness of measures to improve resilience (10%)**. We want to establish metrics which we can use to quantify the level of resilience in the cold supply chain and how this could be improved through potential adaptation measures.
* Metrics might reflect for example the availability, wastage and price of products, and the resulting impacts to the economy and people (e.g. to their health). These might be based on existing standards and methodologies or involve developing novel approaches.
* Bids should set out the number of metrics they expect to develop, with some draft ideas for what these could include, with a brief explanation and examples of how these would be estimated/calculated.
1. **Task 5: Undertake a ‘component analysis’ of the UK’s cold supply chain for food and pharmaceutical goods, which compiles available evidence on the current state of criticality, dependency, condition and adaptation across the supply chain** **(45%).** We want to establish an evidence base to inform a possible Part 2 study which assesses of exposure, vulnerability, impacts and cost effectiveness of current and potential adaptation responses to temperature hazards.
* The component analysis should be structured around specific ‘parts’ of the UK’s cold supply chain (for food and pharmaceuticals) which are determined to be most relevant, critical and vulnerable to rising temperatures and extreme heat. Taken together, the selected components should provide a cross-section of key international supply routes, key UK supply networks and hubs, and vulnerable communities (elderly, remote communities) and businesses.
* For each selected component, the component analysis should seek to compile evidence such as:
	+ Economic value of goods supplied and business activity.
	+ Health significance of goods supplied.
	+ The type of businesses interacting with /comprising the cold chain, and characteristics related to their vulnerability and adaptative capacity (e.g. size, ownership structures).
	+ The nature of particular communities which rely on the cold chain and characteristics related to their vulnerability.
	+ Condition of infrastructure and assets
	+ Existing adaptation measures that have been implemented.
	+ Impacts of any historical events which have disrupted supply of food and pharmaceutical products.
* Bids should set out an initial suggestion of potential components (and total number of components) to be explored and the sources of evidence, stakeholders that would be used to inform these and how access to these would be secured. Most critically they should set out details of their methodology for developing a component analysis that will deliver on the requirements identified above.

**Task 6: Propose a methodology for deriving a UK level assessment of impacts to/resilience of the UK cold supply chain to temperature hazards for analysis of key components (10%).** We want to establish the feasibility of and an appropriate methodology for undertaking an evidence-based assessment of exposure, vulnerability, impacts and cost effectiveness of current and potential adaptation responses to rising temperatures and extreme heat.

* This evidence gathered through the component analysis (Task 5) will be used to inform a possible follow-on research project (Part 2) which would undertake a forward-looking analysis of impacts to the supply chain from rising and extreme temperatures now and into the future and develop and assess the cost effectiveness of potential adaptation option.
* Part 2 will consider impacts and resilience at a national level and we are minded to approach this assessment by considering what would cause a ‘critical’ impact on the cold chain (ie. stress testing the system). A key objective of Part 2 will be to determine quantitative resilience targets and establish the cost effectiveness of potential adaptation measures to inform national policy recommendations.
* Therefore, following the component analysis, we want to establish the feasibility of and propose an appropriate methodology for undertaking such an assessment. This includes setting out a proposal for extrapolating findings from the component analysis to a national level assessment of impacts and resilience, and a summary of key evidence gaps, options/prospects for addressing these and implications for delivering our research objectives.
* Bids should set out initial ideas for extrapolating from ’component analysis’ into national level findings/metrics.

**Part 2 (to be commissioned in a subsequent tender)**: Logic of proposed research methodology for Part 2 resilience assessment (For information only, **not in the scope of this tender**).

Supply chain component analysis from Part 1 provides evidence on dependencies, criticalities, vulnerability and adaptation.

Detailed assessment of vulnerability and exposure, using spatial and other context specific information

Assess impacts in 2030 and 2050 assuming a baseline of today’s level of resilience.

Apply temperature scenarios/hazards at increasing intensity to ‘test limits’ of functioning cold supply chain

Use this to develop a cost-optimal adaptation scenario and calculate the investment required to deliver this. Determine appropriate resilience targets on the basis of cost-effective adaptation.

Develop a range of adaptation measures and assess their costs and benefits including effectiveness.

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# Outputs Required

The outputs required from this Part 1 study include:

* + A summary/database of existing research, datasets, modelling tools, experts and reports relevant to delivering the objectives of this research, as set out in Task 1.
	+ Delivery of the project Advisory Group as set out in Task 2, including setting up the group, organising and running (we expect approximately three) meetings, producing relevant papers/materials for discussion and providing brief written minutes of each meeting to be circulated to participants afterwards.
	+ A ‘mapping’ that establishes the landscape of the UK’s cold chain for supplying food and pharmaceutical products, with critical/vulnerable actors, assets, activities, links and nodes identified, classified and prioritised as set out in Task 3.
	+ Approximately five metrics with which to assess/measure/quantify impacts from temperature hazards and effectiveness of measures to improve resilience, with worked examples of how these can be applied, as set out in Task 4.
	+ A component analysis covering an appropriate subset of ‘parts’ of the supply chain, compiling relevant information/analysis as set out in Task 5.
	+ A brief proposal setting out the feasibility of and a suggested methodology for extrapolating from the component analysis a national level assessment of risks, impacts and resilience of the cold supply chain to extreme heat and rising temperatures, as set out in Task 6.

The above should be provided/delivered in the appropriate formats accompanied by appropriate project management, as follows:

* + Analytical outputs in the form of Excel spreadsheets, charts/figures, other relevant analytical formats as necessary (e.g. geospatial layers) and a handover session of models and data to the CCC, including guidance on how to use these for further in-house analysis, if required.
	+ A short (around 20 to 30 pages) technical report summarising the research methodology, the outputs and findings, and the evidence and assumptions upon which these were based, including any stakeholder engagement undertaken.
	+ Presentation of the interim and final results from the project to members of the CCC Adaptation Committee and Advisory Group.
	+ Fortnightly meetings with the CCC project manager to share updates, discuss upcoming decisions and ensure the work is progressing as expected.
	+ Outputs from this work should not include any policy recommendations.

# Ownership and Publication

The CCC will own the outputs (except for any pre-existing proprietary modelling or analytical tools/resources and commercially sensitive data) from this research which will be used to inform our work on the Fourth Climate Change Risk Assessment. We may publish the summary report alongside related project outputs at the end of the project.

# Quality Assurance

All research tasks and modelling must be quality assured and documented. Contractors should:

* + Include a quality assurance (QA) plan that they will apply to the modelling and analysis.
	+ Specify who will take lead responsibility for ensuring quality assurance. This responsibility should rest with an individual not directly involved in the research or analysis.
	+ Provide a QA log to demonstrate the QA undertaken, which must identify who undertook the QA and the scope, type and level of QA that has been undertaken.

Sign-off for the quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able to take responsibility for the work done. Acceptance of the work by the CCC will take this into consideration. The CCC reserves the right to refuse to sign off outputs which do not meet the required standard specified in this invitation to tender.

The successful tenderer will be responsible for any work supplied by sub-contractors and should therefore provide assurance that all work in the contact is undertaken in accordance with the quality assurance expectation agreed at the beginning of the project.

The CCC expects that:

* + Where spatial analysis has been conducted, outputs should include metadata and GIS layers of spatial data in an open source format - either shapefile (.shp) or geodatabase (.gdb).
	+ Where infographics or other graphical representations are used they should be provided in an editable format.
	+ Where Excel workbooks are used these should be shared, fully unlocked and allow capability to update assumptions in future. Any such spreadsheets will be the property of the CCC.
	+ Existing analysis and published research should be reviewed and considered in developing the scenarios and approaches to be analysed within this assignment.
	+ Analysis should appropriately reflect uncertainty regarding model inputs. Where appropriate, a sensitivity analysis of key parameters should be conducted.

# Timetable

The proposed timetable for the project is set out in the following table:

|  |  |
| --- | --- |
| Date | **Action**/deliverable |
| 18 April | Advertise tender |
| 16 May  | Deadline for responses to tender |
| w/c 20 May | Interviews (if required) |
| w/c 27 May | Kick-off meeting |
| w/c 01 July | 1st Advisory Group meeting – presenting outputs from Tasks 1, 3 and 4 |
| w/c 29 July | 2nd Advisory Group meeting - presenting interim findings from Task 5 |
| w/c 19 August | 3rd Advisory Group meeting – presenting and finalising draft conclusions |
| w/c 09 September | Final outputs delivered to the CCC |

The CCC is willing to be flexible with timelines and will consider alternative timetable proposals.

# Challenges

We anticipate the following challenges may be associated with the above tasks. Bids should set out how these challenges will be addressed, and the measures used to mitigate risks to delivery arising from them.

* + **Data availability**. Some required data may not be publicly available or of sufficient quality and there may be delays in accessing data. There are additional challenges with data availability in the devolved administrations. Bidders should identify data availability risks and plan for these in timelines.
	+ **Complexity.** The scale and complexity of the cold chain requires an methodology which can break down the analysis into a more manageable and accessible format while providing the outputs necessary to achieve the research objectives.
	+ **Assumptions**. Robust assumptions need to be made, for instance regarding the condition and vulnerability of particular assets or actors and some assumptions will need to be informed by stakeholder consultation.
	+ **Aggregation**. We want to use the outputs from this study to inform a UK level assessment of the resilience of the cold chain which may require aggregation or extrapolation of outputs. Suppliers must consider and explain limitations and assumptions involved in inferring national level insights in this way.
	+ **Effective and proportionate stakeholder engagement.**  The Advisory Group for this project will need to be convened in such a way as to ensure the participants are engaged and bought in to the process and discussions are balanced between different participants. The process should also be proportionate so that the necessary input is gathered without overburdening stakeholders.

# Working Arrangements

The successful contractor will be expected to identify one named point of contract through whom all enquiries can be filtered. A CCC project manager will be assigned to the project and will be the central point of contact.

# Skills and experience

CCC would like you to demonstrate that you have the experience and capabilities to undertake the project. Your tender response should include a summary of each proposed team members’ experience and capabilities.

Skills and expertise that are likely to be required include, but are not limited to:

* + Expertise on the cold supply chain, specifically food and pharmaceutical supply chains and quality requirements of temperature-sensitive food and pharmaceutical products.
	+ Expertise on supply chain resilience and ideally resilience of the cold chain specifically.
	+ Proven capability in undertaking a component analysis and other analytical methodologies relevant to assessing the resilience of supply chains, including extrapolating national level insights.
	+ Expertise in economic appraisal, ideally related to issues of supply chain resilience and or temperature hazards/climate change impacts and adaptation.
	+ Knowledge of, and proven capability in, the development of metrics to assess/measure/quantify climate change impacts and the effectiveness of measures to improve resilience?
	+ Expertise in convening stakeholder groups and co-developing analysis for a policy audience.
	+ Strong project management skills including expertise in managing inter-disciplinary projects delivered by more than one organisation.
	+ Skills in data processing and analysis and relevant analytical tools (e.g. excel).
	+ Strong written, visual presentation and verbal communication skills.

Although not essential, we’d also welcome evidence of the following skills and expertise:

* + Knowledge/expertise in climate-related temperature hazards and impacts.
	+ Familiarity with adaptation policy and providing evidence for adaptation decision making.

Contractors should propose named members of the project team and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

Contractors should identify the individual(s) who will be responsible for managing the project.

# Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided. However, please note CCC reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

CCC recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to CCC so that it can make a further assessment by applying the selection criteria to the new information provided.

# Budget

The budget for this project in the range of 50k – 80k excluding VAT.

Contractors should provide a full and detailed breakdown of costs (including options where appropriate). This should include staff (and day rate) allocated to specific tasks.

Cost will be a criterion against which bids which will be assessed.

Payments will be linked to delivery of key milestones. The indicative milestones and phasing of payments can be adjusted and agreed with the contractor and Project Manager. Please advise in your tender response how this breakdown reflects your usual payment processes.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

The Committee on Climate Change aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

# Evaluation of Tenders

Contractors are invited to submit full tenders of no more than 25 pages, excluding declarations and CV’s. Tenders will be evaluated by at least three CCC staff.

CCC will select the bidder that scores highest against the criteria and weighting listed below, see the ITT for further information.

**Evaluation criteria**

|  |  |  |
| --- | --- | --- |
| Criterion | Description | Weighting |
| 1 | RELEVANT EXPERIENCE / DEMONSTRATION OF CABABILITY | 20% |
| 2 | METHOD AND DELIVERY | 35% |
| 3 | PROJECT TEAM – SKILLS AND KNOWLEDGE | 15% |
| 4 | MANAGEMENT STRUCTURE AND MANAGING YOUR RELATIONSHIP WITH THE CCC | 10% |
| 5 | QUALITY ASSURING THE SERVICES YOU PROVIDE | 10% |
| 6 | RISK AND CHALLENGES | 10% |

**Scoring method**

Tenders will be scored against each of the criteria above, according to the extent to which they meet the requirements of the tender. The meaning of each score is outlined in the table below.

The total score will be calculated by applying the weighting set against each criterion, outlined above; the maximum number of marks possible will be 100. Should any contractor score 1 in any of the criteria, they will be excluded from the tender competition.

|  |  |
| --- | --- |
| Score | Description |
| 1 | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard |
| 2 | Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps  |
| 3 | Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. |
| 4 | Good: Proposal meets the required standard, with moderate levels of assurance |
| 5 | Excellent: Proposal fully meets the required standard with high levels of assurance |

**Scoring for Pricing Evaluation**

Price will be marked using proportionate pricing, as set out in the example below.

There will be a maximum of e.g. 20 marks. The lowest priced bid will receive the full 20 marks, all other bids will then be marked following the method illustrated in the table below.

Proportionate Pricing scoring example:

If 20% = 20 marks

|  |  |  |
| --- | --- | --- |
| Supplier | Price | Marks |
| 1 (lowest bid) | £50,000 | 20 |
| 2 | £60,000 | 50/60 \* 20 = 16.7 |
| 3 | £70,000 | 50/70 \* 20 = 14.3 |

**Structure of Tenders**

Contractors are strongly advised to structure their tender submissions to cover each of the criteria above and supply a price schedule specifying the daily rates (ex-VAT) you will charge for each level of your staff.

**Evaluation for Interviews, if held**

CCC reserves the right to award the contract based on applicants’ written evaluation only if one candidate emerges from the evaluation stage as significantly stronger than the others.

Should interviews go ahead, CCC will shortlist the top three suppliers with the highest marks from the written proposals. Interviews are provisionally expected to be held in the week commencing 20 May 2024. If this date changes, CCC will notify applicants.

The areas to be covered in the interview, and markings allocated to each topic area will be sent to the shortlisted supplier prior to interview.

Further details of interviews will be sent to successful applicants on selection.

**Feedback**

Feedback will be given in the unsuccessful letters or emails.

1. By which we primarily broadly mean products with particular importance to human health (nutrition and illness). [↑](#footnote-ref-2)
2. Such as vaccines, medicines and other temperature sensitive products like blood plasma [↑](#footnote-ref-3)