



Department
for Environment
Food & Rural Affairs

Bidder Pack

Procurement Specific Requirements

**Procurement Title: Review of Radon and
Tritium in Drinking Water in the UK**

Procurement Reference Number:

Project C16079

02/2022

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Section 1: The Invitation

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

The Bidder Pack comes in two parts.

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

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

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

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

The Opportunity

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

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

Timetable

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

Activity Ref	Activity Title	Date (Time)
1	Opportunity Notice published in Atamis/Contracts Finder and Bidder Pack released	01 st March 2023
2	Deadline for clarification questions	15 March 2023 14:00 (GMT)
3	Deadline for Responses	29 March 2023 12:00 (GMT)
4	Evaluation of Tender	Start 30-March-2023 End 14-April-2023

Activity Ref	Activity Title	Date (Time)
5	Contract award notification	26-April -2023
6	Contract award	04-May-2023
7	Contract start date	08-May-2023
8	Service commencement date	08-May-2023

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

Variant Tenders

The Authority shall not accept variant Tenders.

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

Abnormally Low Tenders or Pricing Anomalies

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

The assessment of abnormally low tenders will be undertaken strictly in accordance with Regulation 69 of the Public Contracts Regulations 2015, which outlines how abnormally low tenders must be assessed and the circumstances in which the contracting authority can reject the tender.

Pricing Anomalies

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

Section 3: Terms and Conditions of Contract

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

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

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

The initial contract term shall be nine months with the potential for 3 months in extension periods.

The anticipated commencement date is 8 May 2023.

Suggested Changes to Conditions of Contract

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

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

Section 4: Evaluation Methodology

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

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

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

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

Evaluation Stage 1 - Technical	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
	Evaluation Stage: Technical	This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire. Responses that do not meet the minimum thresholds will be excluded from the process at the stage where they do not meet the required level – this will be determined during the consensus meeting	Scored
		E01 Organisational Experience, Capability and Resources	30%
		E02 Approach and Methodology	50%
		E03 Project Management / Organisation	10%
E04 Quality Assurance and Risk Management		10%	
The Technical evaluation will account for 80 % of the total score. All responses will be scored in accordance with the detailed guidance within the Authority’s eSourcing System			
If a score of twenty (20) or zero (0) is awarded to a response to one (1) or more of questions E01 – E04 the Authority may choose to reject the Tender.			
Evaluation Stage 2 - Commercial	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
	Evaluation Stage: Commercial - Pricing Schedule	Prices will be evaluated in accordance with criteria set out in [the Pricing Schedule in the Authority’s eSourcing System	Scored
The Commercial evaluation will account for 20 % of the total score. All responses will be scored in accordance with [the detailed guidance within the Authority’s eSourcing System			
	Section Reference	Calculation	
	Final score	The final score is calculated by adding the total quality weighted score with the total commercial weighted score. The most economically advantageous tender will be the Tender with the highest final score.	

Selection Questionnaire - Financial standing

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

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

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

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

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

In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years. In addition, the annual turnover of at least one of those organisations is expected to be £[X] GBP.

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

- operating performance: growth or reductions in sales, gross profit, operating profit, profit before tax and earnings before interest, tax, depreciation, amortisation, exceptional items and profit/loss on sale of businesses;

- liquidity: net current assets, movements in cash flow from operations, working capital and quick ratios, and average collection and payments periods; and
- financial structure: gearing ratios and interest cover.

Evaluation of Responses

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

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

Scoring Criteria

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

If a score of twenty (20) or zero (0) is awarded to a response to one (1) or more of questions E01 – E04 the Authority may choose to reject the Tender.

Scoring Criteria (for information)

100 For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full providing additional added value.

70 For a score of 70: Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.

50 For a score of 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.

20 For a score of 20: Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.

0 For a score of 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

Technical Evaluation (80%)

E01 Organisational Experience, Capability and Resources (Weighting: 30%)	
E01a	Please describe the project team's recent experience and capability (within the last 5 years) in delivering research projects that are relevant or comparable to this specification. This should include examples of the Tenderer working with Stakeholders, including the Authority and the industry.
E01b	Please include details of the number of years your organisation has been involved in this activity.
E01c	Please provide details of the proposed project team (including any sub-contractors) and the team structure that you intend to use to deliver this project. Please provide CVs for members of the team to support your response. (Max 2 A4 sides per CV).
E01d	Please include a list of the most recent references to relevant publications by your organisation in the area (maximum of 20).
E01e	Please include details of the capability and experience of any joint tenderers and sub-contractors.
Your response must be a maximum of 2 sides of A4, Arial font size 11, excluding the list of most recent publication references and CVs. Links to other documents will not be considered as part of your response e.g. links to published documents online. Please upload a document with the filename: "E01 – Your Company Name"	

Evaluation criteria

Higher marks will be awarded to submissions which demonstrate:

- Sufficient Recent relevant experience and capability of effectively delivering comparable projects.
- Evidence of completion of projects on schedule and to budget.
- Proven expertise and experience in working in research of the type proposed.
- The relevant resources to deliver the project, including confirmation of compliance with the following codes of practice which are required for this project:

The Joint Code of Practice for Research

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

Note: The Authority reserves the right to audit projects against this Quality Assurance code of practice.

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

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- An excellent understanding of the requirements of the project, and the policy and international context in which the project operates.
- A clear approach to each of the objectives, and how this is implemented.
- Awareness and understanding of Government policy on this topic area.
- Scope of the project – The Tenderer shall demonstrate a detailed and evidence based justification for the method selected for development, and a suitable, realistic and robust methodology for undertaking the review and collating and analysing data.
- An outline of how relevant parties will be engaged and participation encouraged and maximised.
- Identification of key milestones, tasks and critical paths, including a robust and credible approach to meeting or exceeding the deliverables and service levels outlined in the Specification.
- Consideration and mitigation of any risks to meeting the objectives, with full and comprehensive proposals.
- Innovative measures proposed within the methodology which demonstrate value for money whilst meeting project objectives

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

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- The size and structure of the proposed project team is sufficient to ensure that adequate resources have been allocated for all of the required roles and responsibilities.
- If there are proposals for consortium / sub-contracting arrangements, they are comprehensive and reasonable, and there are measures that are in place to effectively manage these arrangements throughout the proposed Contract.
- The individuals who will fulfil the key roles of Project Director, and the Project Manager (for day-to-day contact with the Authority's Project Officer).
- The staff mix provides value for money whilst retaining a good balance of expertise on the more challenging tasks.
- The skills and expertise of the proposed team will be maintained or improved throughout the project.
- Consideration of strategies for handling delays; how the Tenderer intends to keep the Authority informed of progress, and any difficulties encountered, as well as the level of input and guidance required from the Authority's Project Officer.
- Robust project management and governance mechanisms in place which include how the Authority will be sufficiently involved in the study design process.
- Staff absences will be managed effectively to avoid any risk to quality and delivery of the project.

- Provide a work plan, by means of a Gantt chart or equivalent programme media. This should include sufficient time to engage with relevant parties in order to collect data and feedback.

E04 Quality Assurance and Risk Management (Weighting: 10%)	
E04a	Provide a risk register that assesses risks to the successful delivery of the project and explains how the risks will be mitigated. Explain how you would handle unexpected events and what systems you have in place to deal with these
E04b	Provide a description of your quality assurance and control processes and practices and a demonstration of knowledge of the potential issues relating to quality of information
E04c	Measures you will put in place to ensure that deliverables produced by your managed supply chain (if you choose to have one) will meet the same standards you have proposed for deliverables produced by your own organisation.
E04d	Detail on how you will manage the Contract and communicate with the Authority's Project Lead during its delivery.
E04e	A clear articulation of risks and contingency planning for your approach demonstrating an understanding of the likely challenges and issues faced with suitable mitigation strategies.
Your response must be a maximum of 2 sides of A4 Arial font size 11. Links to other documents will not be considered as part of your response e.g. links to published documents online. Please upload a document with the filename: "E05 – Your Company Name"	

Evaluation Criteria:

Higher marks will be awarded to submissions which demonstrate:

- A risk register that demonstrates an understanding of the likely challenges and issues faced with suitable mitigation strategies
- A clear and robust quality control and assurance regime which is linked to the deliverables of this project, providing confidence to the Authority that the measures proposed are suitable to meet proposed objectives.
- A clear appreciation of all likely risks and challenges faced by the method proposed. Risk mitigation measures are clear and where possible significantly reduce the risk faced.
- Resilience for dealing with unexpected events

- A credible, effective plan to keep the authority informed of progress made and any difficulties encountered
- Any requirements on the Authority are clearly detailed and not placing an excessive amount of risk, as judged in the opinion of the evaluators, on the Authority.

Commercial Evaluation (20%)

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

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

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

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

Evaluation

The calculation used is the following:

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

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

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

Section 5: Appendices

1. Definitions

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

TERM	MEANING
“Authority”	the Department for Environment, Food and Rural Affairs acting as part of the Crown [Drinking Water Inspectorate (DWI)]
“Bidder Pack”	this invitation to tender and all related documents published by the Authority and made available to Tenderers.
“Contract”	the contract (set out in Appendix B) to be entered into by the Authority and the successful Tenderer.
“EIR”	the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to those Regulations.
“eSourcing system”	eSourcing system is the eSourcing system used by the Authority for conducting this procurement, which can be found at http://defra.eSourcing.solutionsolution.co.uk for projects run on Bravo, or https://defra-family.force.com/s/Welcome for projects run on Atamis
“FOIA”	the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under that Act together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to that legislation.
“Form of Tender”	means the form contained in Annex 2 to the Procurement Specific section of the Bidder Pack which must be signed, scanned and uploaded into the Authority’s eSourcing System by the Tenderer to indicate that it understands the Tender and accepts the various terms and conditions and other requirements of participating in the exercise.
“Information”	means the information contained in the Bidder Pack or sent with it, and any information which has been made available to the Tenderer by the Authority, its employees, agents or advisers in connection with the [procurement.
“Involved Person”	means any person who is either working for, or acting on behalf of, the Authority in connection with this procurement and/or the Contract including, without limitation, any officer, employee, advisor, agent, member, partner or consultant”.
“Pricing Schedule”	the form accessed via eSourcing system in which Tenderers are required to submit their pricing information as part of a Tender.
“Regulations”	the Public Contracts Regulations 2015.
“Relevant Body	means any other organisation, body or government department that is working with or acting on behalf of the Authority in connection with this procurement and/or the Contract including,

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

2. Form of Tender

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

3. Specification

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

4. Conditions of Contract

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