

Bidder Pack

Procurement Specific Requirements

[Provision and Maintenance of a Vegetable and Pea Gene Bank to Facilitate R&D Need](https://defra.bravosolution.co.uk/esop/toolkit/negotiation/tnd/tenderConfiguration.do?from=menu&tenderCode=tender_268821)

Procurement Reference Number C5515

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# Section 1: The Invitation

This procurement is being carried out by Defra group Commercial in accordance with the Open Procedure as set out in the Public Contract Regulations 2015 (PCR) on behalf of Defra.

The Bidder Pack comes in two parts. The first part, The Core Requirements, provides details of the General Requirements, Government Transparency Agenda and Government Priorities. This, **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 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 defra.gov.uk website

## 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 Title | Date (Time) |
| Opportunity Notice published in Find a Tender System and Bidder Pack released | 10-01-2022  10-01-2022 |
| Deadline for clarification questions | 15-02-2023  Time 12:00 |
| Deadline for Responses | 24-02-2023  Time 12:00 |
| Evaluation of Tender | Start 24-02-2023  End 02-03-2023 |
| Contract award notification | 03-03-2023 |
| Mandatory standstill period | Start 03-03-2023  End 13-03-2023 |
| Contract award | 14-03-2023 |
| Contract start date | 01-04-2023 |
| Transition period | Start 01-04-2023  End 01-09-2023 |

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 2: The Specification of Requirements

## The Authority’s Priorities

The project aims are to support:

* Protecting our most important food and forage crops in an effort to safeguard global food security
* Minimising genetic erosion and safeguard the genetic diversity of farmed and wild plants
* Conserving and sustainably using our plant genetic resources
* Sharing the benefits arising from the conservation and sustainable use of our plant genetic resources

More specific aims:

* Conservation of crop genetic diversity (including both cultivated and wild samples) under conditions which are optimal for long-term storage
* Maintenance of associated records to aid collection management, and the development of approaches to maximise the data available to collection users
* Development of the collections through continued interaction and networking with other institutions working in plant genetic resources both in the UK and internationally. This includes participation in the European Co-operative Programme on Plant Genetic Resources (ECPGR) and the European Collection as implemented through the AEGIS (A European Gene Bank Integrated System) project.
* Maximising awareness and the use of the resource of genetic diversity represented by the collections through a programme of public and industry engagement
* Collaboration in research projects and programmes which aim to understand and use the genetic variation represented by the collection

## Scope

Appendix 3 sets out the Specification of Requirements.

### Division of the Contract into Lots

This procurement is divided into two Lots as set out in the Specification of Requirements. Tenderers must make clear which Lot they are bidding for. Each Lot will be evaluated separately in accordance with the details set out in Section 4: Evaluation Methodology.

The Authority intends to award a Contract to the most economically advantageous tender (in accordance with Section 4: Evaluation Methodology) for each Lot.

There are no limits to the number of Lots in which any one Tenderer can be awarded a Contract and if a Tenderer is successful in more than one Lot, the Authority may enter into a single Contract for all Lots awarded to that Tenderer

### Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)

TUPE data isavailable on request. To access the TUPE data, you will be required to sign and comply with a legally binding Confidentiality Declaration.

## Accessibility

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

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

Anonymised recruitment

Anonymised recruitment removes the candidate’s personal details from their application. The most common items include name, age, employee number, email address, home address, nationality, and immigration details. This supports diversity in the workforce. It helps to create a more level playing field in the assessment process.

Where procuring an opportunity that requires the provision of CVs, anonymised recruitment should be the default position.

# Section 3: Terms and Conditions of Contract

The Terms and Conditions of Contract for this procurement are DgC Services Contract. These are available as a separate attachment saved in the documentation folder of the Authority’s e-sourcing system, Atamis.

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

The initial contract term shall be four years with the potential for eight years in extension periods. It is proposed that these extensions shall be enacted in four-year blocks.

The anticipated commencement date is 01-04-2023.

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 changes. Requests for changes after this time will not be accepted.

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

Key Performance Indicators

Key Performance indicators (KPIs) will be agreed between the Authority and the successful Tenderer(s) during the mandatory standstill period. The exact nature of the KPIs will depend on the Tenderer’s ITT response and approach to fulfilling the requirements, however it is anticipated that the KPIs will include, but not be limited to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KPI** | **Description** | **Measure** | **KPI**  **Target** | **Source(s)** |
| **KPI 1 – Receipt of Annual Report** | Provision of the annual report fulfilling all criteria described within the Specification within 5 working days of the agreed date. | Percentage of time that reports suffer delivery time failure | 100% | Defra records |
| **KPI 2 – Receipt of Interim Report** | Provision of the interim report fulfilling all criteria described within the Specification within 5 working days of the agreed date. | Percentage of time that reports suffer delivery time failure | 100% | Defra records |
| **KPI 3 – Notifiable Health and Safety Incidents whilst Carrying out Work Under the Contract(s)** | Excellence in prevention of Health and Safety Incidents and Implementation of Health and Safety Policy | One or more notifiable Health and Safety Incidents in each 6-month period of the contract | 100% | Contractor Records |
| **KPI 4 – Realising the Potential of the Collections which Requires their use by the Breeding Industry, Scientific Researchers and those Involved in Education, Training and Development.** | Provision of materials from the collections to the Breeding Industry, Scientific Researchers and those Involved in Education, Training and Development within timescalesas yet to be agreed between the Supplier and the Authority. | Two or more complaints received by the Authority of missed timescale SLAs for provision of materials from the collection(s) from third party organisations annually. | 100% | Defra Records |

# Section 4: Evaluation Methodology

The overall aim of the evaluation process is to select the Tender for each Lot 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** | **Section Reference** | **Evaluation Criteria** | **Question Scoring/Weighting (%)** |
| Selection Stage: Selection Questionnaire (SQ) responses submitted in response to the Contract Notice | **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.  **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.  **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. | Pass/Fail  Pass/Fail  Pass/Fail |
| **Evaluation Stage** **2** | **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 |
| Note: Suppliers that pass Evaluation Stage 1 and 2 will be taken through to Evaluation Stage 3. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Stage 3** | **Section Reference** | **Evaluation Criteria** | **Question Scoring/Weighting (%)** |
| Evaluation Stage: Technical | This stage will be evaluated in accordance with the criteria set out in the Scoring Criteria section, below. The specific questions are provided in Atamis and are provided in the Scoring Criteria section below for ease of reference.  If the Tenderer scores less than 50 (i.e., 20 or 0 out of 100) in any or all of questions E01, E02, E03, E04 and E05 then they will be eliminated from the procurement. | Scored  70% weighting of the Total Score  E01: Methodology (worth up to 40% of the available technical Score)  E02: Key Personnel and Expertise (worth up to 35% of the available technical score)  E03: Health and Safety (worth up to 10% of the available technical score)  E04: Social Value (worth up to 15% of the available technical score) |
| The Technical evaluation will account for 70% of the total score. All responses will be scored in accordance with the detailed guidance within the Authority’s eSourcing System and in the Scoring Criteria section, below.  Tenderers must achieve a minimum mark of 50 for each of the technical questions, the ‘Technical Threshold’, in order to progress to the Commercial evaluation. Tenderers who fail to achieve the stated Technical Thresholds will not proceed to the Commercial evaluation. | | | |
| **Evaluation Stage 4** | **Section Reference** | **Evaluation Criteria** | **Question Scoring/Weighting (%)** |
| Evaluation Stage: Commercial - Pricing Schedule | Prices will be evaluated in accordance with criteria set out in  in the Scoring Criteria section, below. The specific questions are provided in Atamis and are provided in the Scoring Criteria section below for ease of reference. | Scored  30% weighting of the Total Score |
| The Commercial evaluation will account for 30% of the total score. All responses will be scored in accordance with the detailed guidance within the Authority’s eSourcing System. | | | |
| **Evaluation Stage 5** | **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 for each lot will be the Tender with the highest final score. | |

This procurement is divided into lots. The Authority will evaluate each lot separately and will award a Contract for a lot to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender for that lot. The evaluation process and weightings for each lot will be as set out in Atamis e-sourcing system.

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 £2 million GBP or 500% 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 £2 million 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.

Technical Evaluation - 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 provided in Atamis e-sourcing system and be assigned a Descriptor and score from the table below:

|  |  |  |
| --- | --- | --- |
| **Descriptor** | **Score** | **Definition** |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the Bidder Pack. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the Bidder Pack. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the Bidder Pack. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Calculation Method

For both elements, providing the bidder has met any mandatory criteria and minimum quality thresholds, the total weighted scores are calculated as follows:

**Technical (WT)**

Bidder’s Total Technical Score

Highest Technical Score

X 100 = X

then

X

100

X [Weighting]

**Commercial (WC)**

Lowest Commercial Score

Bidder’s Total Commercial Score

X

100

then

X [Weighting]

X 100 = X

The Total Score (weighted) is then calculated by adding the Total Weighted Technical Score to the Total Weighted Commercial Score: **WT+ WC**.

**Specific Questions**

**Technical Questions (70%)**

**Question E01: Methodology**

(Weighting: 40% of the total technical Score)

Please explain how your organisation proposes to deliver the following work packages. As part of your answer, please include answers to the questions contained in the table below.

Please upload your response with filename “Your Company Name\_E01”. Your response must be no more than 14 sides of A4, minimum font size 10.

|  |  |
| --- | --- |
| **Question** | **Evaluation Criteria** |
| M01: Housing and Maintenance  Please explain how your organisation will ensure that the diversity of the Collections are conserved under conditions which are optimal for long-term storage? In your response, please describe the proposed facilities and demonstrate how these are suitable for achieving the key aims of the contract requiring suitable facilities. | * Provides a detailed description of suitable facilities that meet the minimum requirements as described in Section X of the Specification of Requirements * Demonstrates how the proposed facilities will provide optimal storage and ensure the long-term security of the Vegetable and/or Pea Gene Banks, and conservation of the genetic diversity the collections contain. * Explains how the collections will be maintained to a high health status commensurate with their international importance * Explains how the needs of the main collection users, such as scientists, breeders and educators will be met. |
| M02: Conservation  Please explain how your organisation will support the basic aim of the conservation programme which is to acquire germplasm representative of the genetic base of a crop, to ensure its long-term conservation and to collect and collate data to facilitate its use? | * Describes a robust programme of accessioning, seed viability monitoring, regeneration, characterization and evaluation of seeds and germplasm and demonstrates how the proposed approach will ensure conservation of the Collection over the life of the Contract |
| M03: Security and Storage  Please provide a description as to how your organisation will manage the importance and scientific value of the genetic resources collections and ensure that maximum effort is directed to secure their long-term safety and viability. | * Describes security and storage arrangements that will ensure the long-term safety and viability of the Collections including *quid pro quo* duplicate ‘black box’ security storage. |
| M04: Records and Archives  Please explain how your organisation will ensure that data management is an essential activity in the context of the successful management of collections of plant genetic resources. Additionally, describe how your organisation will ensure users have access to passport and other data to inform their choice of germplasm and enable efficient utilization of genetic resources. | * Describes the proposed approach to maintenance of records and archives and demonstrates how this will be provided in an accessible manner. * Describes the proposed approach to maintenance of and update of searchable databases. * Outlines the proposed approach to maintenance of and development of existing websites. * Explains how the Tenderer will ensure safeguarding of all data and provides details of the protocols that will be used to achieve this |
| M05: Networking  Please explain your organisation’s proposed approach to active participation and collaboration in joint projects which have been identified as activities essential to ensure a cohesive approach to the conservation of plant genetic resources at a national and international level. | * Describes a plan that will ensure that the the Gene Bank continues to have an active role in National and International Networks. * Describes how their organisation will play an active role in the national and international PGR community including ECPGR and AEGIS (A European Integrated Gene Bank System) * Describes how their organisation will work collaboratively with any future GIN’s (e.g., VeGIN, PCGIN) |
| M06: Increasing Utilisation  Please describe how your organisation proposes to support realising the potential of the Collections through the use of the Collections by the breeding industry, scientific researchers and those involved in education, training and development. | * Describes and provides evidence to demonstrate how the Tenderer proposes to increase the distribution of germplasm, and other resources of the Gene Banks both for scientific and public interest, including under the terms of the sMTA of the ITPGRFA * Describes and provides evidence to demonstrate how the Tenderer proposes to increase the sustainable use of the Gene Bank collections in alignment with the FAO Second Global Plan of Action for Plant Genetic Resources for Food and Agriculture |
| M07: Transition and Movement to Proposed Site (where applicable)  Where relocation of the Vegetable and/or Pea Gene Bank Collections is necessary, care must be given to maintaining the safety and standards of the Vegetable and/or Pea Gene Bank (to a high health status commensurate with their international importance) while it is relocated. Tenderers are required to Provide proposals, including a detailed plan and timetable, for moving the Vegetable and/or Pea Gene Bank’s seeds, plants and hard copy information. Gene BankGene BankGene Bank | * Provides a detailed plan and a timeline for moving the Gene Bank’s seeds, plants and hard copy information including transportation, maintenance of safety standards and staff resourcing plans. * Sets out what support will be required from the incumbent supplier and and explains how the Tenderer will manage this relationship in order to achieve a successful transfer |
| M08: Please explain how hosting of the Gene Bank Collections by your organisation would add value to the Collections | * Identifies potential synergies and describes benefits to both the Organisation and the Collection. * Identifies ways to maximise savings, efficiencies and utilisation of the Vegetable and/or Pea Gene Bank to generate alternatives to government funding. |

**Question E02: Key Personnel and Expertise**

(Weighting: 35% of the total technical score)

Please describe and provide evidence to demonstrate the expertise of your organisation’s proposed key personnel and their suitability to deliver the Services. As part of your answer, please include responses to the questions included in the table below.

Please upload your response with filename “Your Company Name\_E02”. Your response must be no more than 12 sides of A4, minimum font size 10. Pen portraits are in addition to the stated page limit but must not exceed more than half a side of A4 per individual.

|  |  |
| --- | --- |
| **Question** | **Evaluation Information** |
| PE01: Please provide pen portraits of the key personnel that you propose to work on this project that demonstrate how their skills and expertise are relevant to the Contract. | * Provides details of the key personnel that will be involved in delivery of the Contract including, as a minimum a Project Lead, Scientific advisors and Technicians. * Describes a team with appropriate skills, qualifications and relevant industry expertise |
| PE02: Please provide a completed table setting out the hours you propose for Key Personnel to be working on the project, broken down by work package. Hours should be expressed as a decimal of a full-time employee (FTE) at 37 hours a week. A template table is provided below. \*  N.B. Work package 7 hours should be provided as part of your response to M07 as it is representative of a finite, rather than annual task. | * Provides a detailed resource plan for each work package with appropriate levels of resource assigned and with an appropriate balance of management and operational staff time. |
| PE03: Please explain the interactions of your staff with each other and with the Authority, the proposed hierarchy, escalation procedures and relevant comms systems that you propose to employ on the project. | * Describes the approach to staff interactions showing clear lines of communication, how staff will escalate risks and issues. Explains how risks and issues identified by the Authority will be communicated to operational staff. * Identifies who will be in charge of day to day communication with the Authority and to whom the Authority may escalate issues. * Describes the procedures in place to cover absence and how this will be communicated. |
| PE04: Please explain how you will ensure that your support staff including seasonal staff have appropriate experience for working on the project. | * Provides a detailed description of training provisions and procedures to be implemented in the running of the project. * Describes the organisational recruitment process and how staff with appropriate expertise will be sourced. * Details the due diligence checks performed to ensure that staff are appropriately qualified to work on the project. |

\*Staff hours template for question SE02.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Staff Member and Grade** | **Hours for Work Package 1** | **Hours for Work Package 2** | **Hours for Work Package 3** | **Hours for Work Package 4** | **Hours for Work Package 5** | **Hours for Work Package 6** |
|  |  |  |  |  |  |  |
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**Question E03: Health and Safety**

(Weighting: 10% of the total technical score)

Please explain how your organisation will ensure compliance with all Health and Safety requirements. As part of your answer, please include responses to the following questions.

Please upload your response with filename “Your Company Name\_E03”. Your response must be no more than 6 sides of A4, minimum font size 10.

|  |  |
| --- | --- |
| **Question** | **Evaluation Information** |
| HS01: Please explain the risks your organisation has identified relating to working with chemicals and refrigerant gasses and provide details as to how your organisation will mitigate and manage these risks. | * Describes the organisational process for identification and compliance with relevant laws and standards related to working with chemicals. * Describes the storage and handling procedures including any relevant internal policies which may be submitted as a separate document outside of the page count. * Describes in detail the approach to spills and leaks with particular focus on how staff and the environment will be protected in these circumstances. * Describes the proposed approach to staff health and safety training * Describes in detail the proposed approach to reporting of Health and Safety incidents and near misses connected with the project. |
| HS02: Please explain the risks you have identified relating to working with allergens and how you will manage these risks. | * Describes the process of identification and compliance with laws and standards which are relevant to the identified project risks related to allergens. * Describes in detail the processes and policies relating to the identification and control/containment of allergens and the identification of affected staff including support and seasonal staff * Describes in detail the approach to protecting visitors and the general public * Describes in detail the approach to staff training * Describes in detail the approach to reporting of incidents and near misses |
| HS03: Please explain the risks you have identified relating to working within differing temperatures, such as working in cold stores, outdoors and in greenhouses, and how you will manage these risks. | * Describes the process of identification and compliance with laws and standards which are relevant to the identified project risks relating to working in differing temperatures. * Describes in detail the processes and measures put in place to mitigate the risks associated with working at high and low temperatures * Describes in detail the approach to staff training * Describes in detail the approach to reporting of incidents and near misses |
| HS04: Please explain the risks you have identified relating to working with machinery and how you will manage these risks. | * Describes the process of identification and compliance with laws and standards which are relevant to the identified project risks relating to working with machinery. Describes in detail the proposed approach to maintenance of machinery * Describes in detail the approach to staff training * Describes in detail the approach to reporting of incidents and near misses |
| HS05: Please explain any other risks to Health and Safety within the project that you have identified and how you will manage these risks. | * Identifies additional Health and Safety risks which may or may not be specific to their methodology approach * Identifies and describes and the proposed compliance approach to the relevant laws and standards associated with these identified risks * Their approach to the inclusion of any risk mitigation methods into their health and safety policies * Their approach to staff training * Their approach to reporting of incidents and near misses |

**Question E04: Social Value**

(Weighting: 15% of the total technical score)

As part of all government contracts, suppliers are required to support Social Value, improving outcomes for the environment, the local economy and Covid recovery. Please limit your total response for Social Value to 4 pages of A4. Minimum font size 10.

|  |  |
| --- | --- |
| **Question** | **Evaluation Information** |
| S01: Please detail how you will ensure that environmental considerations associated with the contract deliverables are a core and embedded part of your approach and how you will champion sustainable solutions. Present detailed measures of how these considerations and commitments will be substantiated and delivered in full and meet the Buyer’s requirements. Responses will as a minimum address the following topic areas;   * Greenhouse gas reduction * Water use * Hazardous substances * Waste minimisation & resource efficiency | Tenderers responses will be evaluated on:   * approach to managing and monitoring the key environmental risks and how they will reduce them. * any blockers to achieving sustainability and how they can be overcome. * details of measures that will put in place to ensure staff and supply chain partners are trained, competent and actively champion sustainability * an outline of additional sustainability commitments or innovations you will bring that will further enhance sustainability performance. * how sustainability performance will be measured and reported on including additional benefits realised   roles and responsibilities for sustainability performance and governance |
| S02: Defra Group has responsibilities under the Public Sector Equality Duty set out in the Equality Act 2010. As a supplier working on our behalf, you must support Defra Group to meet its responsibilities under the Act.  Please detail your approach to identify any equality impacts (both positive and negative) in the delivery of this contract, how the negative impacts will be mitigated, and the opportunities realised. | Tenderers responses will be evaluated on:   * How they propose to ensure that language used is inclusive of all protected groups (as defined by the Equality Act)? * How they propose to ensure that all staff (including sub-contractors) who will be working on this contract are skilled in recognising and addressing potential equality impacts and providing an inclusive service * Their outline of what arrangements are/will be put in place to monitor, at every stage of delivery of the contract, whether the solutions developed, or services delivered present any barriers to any of the protected groups and explain how any such barriers will be addressed. |
| S03: Please detail how you will create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas.  Provide a timed action plan that sets out your approach to meeting these additional benefits including how you will demonstrate performance and quantify the value added. This will include roles, responsibilities, and governance to support delivery. | Tenderers responses will be evaluated on:   * Their understanding of employment and skills issues, and of the skills and employment shortages of high growth sectors relating to the contract. * Their proposed approach to the creation of employment opportunities particularly for those who face barriers to employment and may need the opportunity to re-skill such as ex-military, those affected by COVID-19, prison leavers, people located in deprived areas. * Their demonstration of how their approach to recruitment is fair and inclusive and attracting a diverse workforce. |
| S04: Please detail the additional benefits you will bring to this contract to influence and educate people. This will include how you will support education in this sector, making novel methodologies and results available to a) educational facilities b) to the public. This should include your plans to make public recommendations for future studies.  In support of the above, please provide a timed action plan that sets out your approach to meeting the proposed benefits including how you will demonstrate performance and quantify the value added. This will include roles, responsibilities, and governance to support delivery. This action plan may be in the form of a Gantt chart, uploaded separately from the information to be provided as part of the page count. | Tenderers responses will be evaluated on:   * Their approach to educational support in the sector * Their approach to the publication of methodologies and results * How realistic their approach is, supported by the requested Gantt chart. |

**Commercial Questions (30%)**

|  |  |  |
| --- | --- | --- |
| Question | Evaluation Information | Percentage of the total available commercial marks |
| C01: Tenderers must provide a total annual cost for each lot they intend to bid for. which will be the assessed cost. |  | 100% |
| C02: In order to interrogate Tenderer’s proposed costs, Defra require a breakdown of costs for each of the seven. work packages with costs broken down using the table below. | For information, not scored. | N/A |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Cost Descriptor** | **Work Package 1** | **Work Package 2** | **Work Package 3** | **Work Package 4** | **Work Package 5** | **Work Package 6** |
| **Staff** |  |  |  |  |  |  |
| **Overheads** |  |  |  |  |  |  |
| **Chemicals and Consumables** |  |  |  |  |  |  |
| **Energy** |  |  |  |  |  |  |
| **Water** |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

We also require an annual, day and hourly rate chargeable to the Authority for all staff you propose to allocate to the project along with their internal band description.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proposed Staff member | Grade/Band | Annual Rate | Day Rate | Hourly Rate |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Section 5: Appendices

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

## Form of Tender

The Form of Tender document is located on the Authority’s eSourcing system. It is to be printed, signed, scanned and uploaded into the Authority’s eSourcing System as instructed within the technical envelope.

## Specification

The Specification is located on the Authority’s e-sourcing system.. The specification document is entitled: Appendix 3 – Specification of Requirements

## Conditions of Contract

The Terms and Conditions selected for use with this contract are the Authority’s Terms and conditions for Services. These you are located on the Authority’s e-sourcing system.

## TUPE Data

## TUPE date is available on request via the messaging function in Atamis, the Authoriy’s e-sourcing system.

## Technical Evaluation Criteria

The technical evaluation criteria are contained within the Technical Envelope on the Authority’s eSourcing system, where responses are required to be uploaded. For information only, a Word version is also located on the Authority’s eSourcing system.

1. **Commercial Evaluation Criteria**

The commercial evaluation criteria / Pricing Schedule is contained within the Commercial Envelope on the Authority’s eSourcing system, where responses are required to be uploaded.

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