



Department
of Energy &
Climate Change

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Invitation to Tender: Scoping the use of the methodology set out in Chapters 2 and 3 of the '2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands in the UK GHG Inventory: Land Use, Land Use Change and Forestry (LULUCF)

Tender Reference Number: TRN860/07/2014

Deadline for Tender Responses: 29/09/2014

Section 4

Declarations to be submitted by the Tenderer

Invitation to Tender for tender for Scoping the use of the methodology set out in Chapters 2 and 3 of the '2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands in the UK GHG Inventory: Land Use, Land Use Change and Forestry

Tender Reference Number:

Deadline for Tender Responses: 29/09/2014

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Declaration 1: Statement of non-collusion

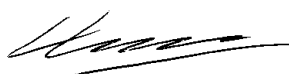
To: The Department of Energy and Climate Change

1. We recognise that the essence of competitive tendering is that the Department will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) communicate to any person other than the Department the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;
- (b) enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;
- (c) offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.

3. In this certificate, the word "person" shall include any person, body or association, corporate or unincorporated; and "any agreement or arrangement" includes any such information, formal or informal, whether legally binding or not.



.....
Signature (duly authorised on behalf of the tenderer)

...Christopher Evans.....

Print name

...The Centre for Ecology and Hydrology.....

On behalf of (organisation name)

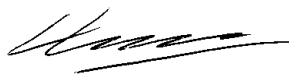
.....19th September 2014.....

Date

Declaration 2: Form of Tender

To: The Department of Energy and Climate Change

1. Having considered the invitation to tender and all accompanying documents (including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.
2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the Specification for the amount set out in the Pricing Schedule.
3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.
4. We agree that this tender shall remain open to be accepted by the Department for 8 weeks from the date below.
5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Department we may be required to secure a Deed of Guarantee in favour of the Department from our holding company or ultimate holding company, as determined by the Department in their discretion.
6. We understand that the Department is not bound to accept the lowest or any tender it may receive.
7. We certify that this is a bona fide tender.



.....
Signature (duly authorised on behalf of the tenderer)

...Christopher Evans.....

Print name

...The Centre for Ecology and Hydrology.....

On behalf of (organisation name)

.....19th September 2014.....

Date

Declaration 3: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.

Signed 

NameChristopher Evans.....

Position Group Leader, Peatland and Coastal Biogeochemistry, CEH Bangor

OR

I wish to declare the following with respect to personal or professional interests related to relevant organisations*;

- X
- X

Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.

- X
- X

Signed

Name

Position

Please complete this form and return this with your ITT documentation - Nil returns **are** required.

* These may include (but are not restricted to);

- A professional or personal interest in the outcome of this research
- For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation

- Current or past employment with relevant organisations
- Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
- Gifts or entertainment received from relevant organisations
- Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
- Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

All of the above apply both to the individual signing this form and their close family / friends / partners etc.

If your situation changes during the project in terms of interests or conflicts, you must notify DECC straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.

Declaration 4: Questions for tenderers

In some circumstances the Department is required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;	No
(b) corruption within the meaning of section 1 (2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption;	No
(c) the offence of bribery, where the offence relates to active corruption;	No
(d) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	No
(e) fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:	No
(i) the offence of cheating the Revenue;	No
(ii) the offence of conspiracy to defraud;	No
(iii) fraud or theft within the meaning of the Theft Act 1968 , the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	No
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	No
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994 ;	No
(vi) an offence in connection with taxation in the European Union	No

	within the meaning of section 71 of the Criminal Justice Act 1993;	
	(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;	No
	(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	No
	(ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;	No
(f)	money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;	No
(g)	an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or	No
(h)	an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	No
(i)	any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	No

Declaration 5: Code of Practice¹

I confirm that I am aware of the requirements of the DECC Code of Practice² for Research and, in the proposed project, I will use my best efforts to ensure that the procedures used conform to those requirements under the following headings³:

- ☐ Responsibilities
- ☐ Competence
- ☐ Project planning
- ☐ Quality Control
- ☐ ~~Handling of samples and materials~~
- ☐ Facilities and equipment
- ☐ Documentation of procedures and methods
- ☐ Research/work records

I understand that DECC has the right to inspect our procedures and practices against the requirements of the Code of Practice, and that I may be asked to provide documentary evidence of our working practices or provide access and assistance to auditors appointed by DECC.

(There is some flexibility in the application of the Code of Practice to specific research projects. Contractors are encouraged to discuss with DECC any aspects that cause them concern, in order to reach agreement on the interpretation of each requirement.)

Signed 

NameChristopher Evans.....

Position Group Leader, Peatland and Coastal Biogeochemistry, CEH Bangor

¹ Please note that this declaration applies to individuals, single organisations and consortia.

² The Code of Practice is attached to this ITT as Annex C

³ Please delete as appropriate

Annex A: Pricing Schedule

Part A – Staff/project team charges

Set up Costs – please specify	
Expenses	

<u>*Grade/level of staff</u>	<u>Daily rate (ex VAT)</u>	<u>No. days offered over course of contract</u>	<u>Tasks to be undertaken on this project</u>	<u>Total price offered per staff member</u>
Chris Evans (CEH Band 4)	Redacted	42	Project lead, data analysis, communication	Redacted
Heath Malcolm (CEH Band 5)	Redacted	16	Project manager	Redacted
Amanda Thomson (CEH Band 5)	Redacted	21	LULUCF Inventory	Redacted
Peter Levy (CEH Band 5)	Redacted	6	Data analysis	Redacted
Janet Moxley (CEH Band 6)	Redacted	41	LULUCF Inventory	Redacted
Annette Burden (CEH Band 6)	Redacted	24	Data analysis, management	Redacted
Gwen Buys (CEH Band 6)	Redacted	26	LULUCF Inventory	Redacted
Rebekka Artz (JHI)	Redacted	32	JHI lead, data collation and analysis	Redacted
Steve Chapman (JHI)	Redacted	11	Data analysis, scenarios	Redacted
David Donnelly (JHI)	Redacted	15	GIS data analysis	Redacted
Jackie Potts (JHI)	Redacted	10	Statistical support	Redacted
Matt Aitkenhead (JHI)	Redacted	15	Data collation and analysis	Redacted
Matt Saunders	Redacted	11	Data collation and analysis	Redacted
Barry Rawlins (BGS Band 4)	Redacted	2.5	BGS lead, peat mapping	Redacted

Russell Lawley (BGS Band 4)	Redacted	1	Peat mapping	Redacted
Nicole Archer (BGS Band 6)	Redacted	20	Peat mapping	Redacted
Mary-Ann Smyth (CCC)	Redacted	32	CCC lead, data collation and analysis	Redacted
Emily Taylor (CCC)	Redacted	25	Data collation and analysis	Redacted
Dick Birnie (CCC)	Redacted	4	Data analysis, communication	Redacted
David Wilson (EMEC)	Redacted	4	Data collation and analysis	Redacted
Flo Renou-Wilson (EMEC)	Redacted	4	Data collation and analysis	Redacted
Sub-total				£185,597.76

[*Suppliers should also include sub-contractors]

Part B – Non-staff/project team charges

<u>Item</u>	<u>No. of items</u>	<u>Price per item (ex VAT)</u>	<u>Total price per offered</u>
BGS soils data licence (England, Northern Ireland, Isle of Man, Falkland Islands)	1	Redacted	Redacted
T&S WP7 ad hoc support	1	Redacted	Redacted
T&S CEH (project meetings)	1	Redacted	Redacted
T&S JHI (project meetings)	1	Redacted	Redacted
T&S CCC (project meetings)	1	Redacted	Redacted
T&S BGS (project meetings)		Redacted	Redacted
T&S EMEC (project meetings)		Redacted	Redacted
Sub-total			£14,186.51

Part C – Full price offered

Sub-total (Part A + Part B)	£199,784.27
VAT	£39,956.85
TOTAL (Sub-total + VAT)	£239,741.12

