



Department
for Environment
Food & Rural Affairs

www.gov.uk/defra

Invitation to Tender

SURVEY OF ROADSIDE LITTER ON TRUNK ROADS OTHER THAN MOTORWAYS

Tender Reference: ITT: itt_3725

Important Notice

All references in this ITT to the Authority include, where appropriate and unless the context otherwise requires, references to the Authority's predecessors and successor(s).

The Information has been prepared to assist interested parties in deciding whether or not to submit a Response in relation to the procurement. It does not purport to be all-inclusive or to contain all of the information that a Tenderer may require. Any descriptions of existing and proposed contractual arrangements are of a general nature only. Where the Information describes any contractual arrangements which are not yet in force, those arrangements are subject to change. Any reference to a contract or other document is qualified in full by reference to the entire terms of the contract or document to which reference is made.

The issue of this ITT in no way commits the Authority to award the contract to any person or party. The Authority reserves the right to terminate the competition, to award a contract without prior notice, to change the basis, the procedures and the timescales set out or referred to in this ITT, or to reject any or all Responses and to terminate discussions with any or all Tenderers at any time. Nothing in this ITT should be interpreted as a commitment by the Authority to award a Contract to a Tenderer.

The Authority does not make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Information. All such persons or entities expressly disclaim any and all liability (other than in respect of fraudulent misrepresentation) based on or relating to any such information or representations or warranties (express or implied) contained in, or errors or omissions from, this document or based on or relating to the recipient's use, or the use by any of its subsidiaries or the respective representatives of any of them, in the course of its or their evaluation of the service or any other decision. In the absence of express written warranties or representations as referred to below, the Information shall not form the basis of any agreements or arrangements entered into in connection with this procurement.

The Information has been provided in good faith and all reasonable endeavours have been made, and will be made, to inform you of the requirements of the Authority. However, the Information does not purport to be comprehensive or to have been independently verified. You should form your own conclusions about the methods and resources needed to meet these requirements. In particular, neither the Authority nor any of its advisers accept responsibility for representations, writings, negotiations or understandings in connection with this procurement made by the Authority (whether directly or by its agents or representatives), except in respect of any fraudulent misrepresentation made by it. Tenderers are expected to carry out their own checks for verification.

The only information which will have any legal effect and / or upon which any person may rely will be such information (if any) as has been specifically and expressly represented and / or warranted in the Contract or other relevant agreements entered into at the same time as the Contract is entered into or becomes unconditional.

Subject always to the provisions of the preceding paragraph, Tenderers considering entering a contractual relationship with the Authority should make their own investigations and enquiries as to the Authority's requirements beforehand. The subject matter of this ITT shall only have any contractual effect when it is incorporated into the expressed terms of an executed contract.

The issue of this ITT is not to be construed as a commitment by the Authority to enter into a contract as a result of this procurement process. Any expenditure, work or effort

undertaken prior to the execution of a Contract is accordingly a matter solely for the commercial judgement of the Tenderer. The Authority reserves the right to withdraw from the procurement at any time or to re-invite Responses on the same or any alternative basis.

Nothing in this ITT shall constitute legal, financial or tax advice. This ITT is not a recommendation by the Authority, nor any other person, to bid for, enter into or agree to enter into any contract in connection with this procurement, nor to acquire shares in the capital of any company that is to carry out any part of the service or in any parent company of that company. In considering any investment in the shares of any company or in bidding for the award of the service, each Tenderer, potential contractor, funder and investor should make its own independent assessment and seek its own professional financial, taxation, insurance and legal advice and conduct its own investigations into the opportunity of being awarded a contract in relation to this procurement and of the legal, financial, taxation and other consequences of entering into contractual arrangements in connection with this the procurement.

This ITT and the Information is confidential.

This ITT is subject to copyright. Neither this ITT, nor the Information, nor any other information supplied in connection with it, may, except with the prior written consent of the Authority, be published, reproduced, copied, distributed or disclosed to any person, nor used for any purpose other than consideration by each Tenderer of whether or not to submit a Response.

The Authority reserves the right at any time to issue further supplementary instructions and updates and amendments to the instructions and Information contained in this ITT as it shall in its absolute discretion think fit.

The Authority will not be responsible for the costs or expenses of any Tenderer in relation to any matter referred to in this ITT howsoever incurred, including the evaluation of the service opportunity, the award, or any proposal for the award of the contract or negotiation of the associated contractual agreements.

Each Tenderer's acceptance of delivery of this ITT constitutes its agreement to and acceptance of the terms set out in this Important Notice.

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SECTION 1: TENDER PARTICULARS

GLOSSARY

Unless the context otherwise requires, the following words and expressions used within this Invitation to Tender (except Appendix B: Authority's Conditions of Contract) 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.
“Bravo”	the e-Tendering system used by the Authority for conducting this procurement, which can be found at http://defra.bravosolution.co.uk
“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.
“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.
“Information”	means the information contained in the ITT 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 <i>[insert name of lot]</i> procurement.
“ITT”	this invitation to tender and all related documents published by the Authority and made available to Tenderers.
“LiDAR”	means Light Detection and Ranging, is a remote sensing method that uses light in the form of a pulsed laser to measure ranges
“Pricing Schedule”	the form accessed via Bravo in which Tenderers are required to submit their pricing information as part of a Tender.
“Regulations”	the Public Contracts Regulations 2015.
“Response”	means the information submitted in response to the ITT via the online response forms on Bravo including the Tenderer's formal Tender.
“Tender”	a formal tender in response to this ITT.
“Tenderer”	anyone responding to this ITT and, where the context requires, includes a potential tenderer.
“Timetable”	the timetable set out in Part 2 of this Section.

References to a “Section” and to an “Appendix” are references to a section and to an appendix in the ITT.

Reference to a statute or statutory provision is a reference to such statute or statutory provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.

PART 1: GENERAL

1.1 The Authority is looking for suppliers to conduct a SURVEY OF ROADSIDE LITTER ON TRUNK ROADS OTHER THAN MOTORWAYS. The overarching aims of the project are as follows to collect and/or analyse data on the cleanliness of roadsides for trunk roads other than motorways. This is set-out in two distinct lots of work;

- **Lot 1 - data collection**
- **Lot 2 analysis of data**

A bidder may:

- bid for just one lot;
- bid for both lots;
- bid for both lots but could only be awarded one lot; or
- bid for both lots and be awarded both lots

1.2 This procurement is NOT being carried out in accordance with the Regulations because it is below the relevant financial threshold. However, the Authority will conduct the procedure fairly, openly and transparently.

1.3 The Authority is using Bravo for this procurement which means the ITT and the forms for submitting a Tender are only available in electronic form. It can be accessed via your web browser at <http://defra.bravosolution.co.uk>.

1.4 Tenderers are required to submit their Tender in accordance with the instructions set out in Bravo and the ITT.

1.5 The information contained in the ITT is designed to ensure that all Tenders are given equal and fair consideration. It is important that Tenderers provide all the information asked for in the format and order specified so that the Authority can make an informed decision.

1.6 Tenderers should read the ITT carefully before submitting a Tender. It sets out:

- the Timetable and process for the procurement;
- sufficient information to allow Tenderers to submit a compliant Tender;
- award criteria and evaluation criteria which will be used to assess the Tenders; and
- the administrative arrangements for the receipt of Tenders.

- 1.7 Tenderers are responsible for ensuring that they understand the requirements for this procurement. If any information is unclear, or if a Tenderer considers that insufficient information has been provided, they should raise a query via the clarification process described in clause **Error! Reference source not found.**
- 1.8 Tenderers are responsible for ensuring they have submitted a complete and accurate Tender and that prices quoted are arithmetically correct for the units stated.
- 1.9 Failure to comply with the instructions set out in the ITT or the provision of false, inaccurate or misleading information (at any stage of this procurement) may result in the Tenderer's exclusion from this procurement.
- 1.10 If there is any conflict between the information set out in the ITT and the information displayed in Bravo, the information in the ITT shall take precedence over the information displayed in Bravo.
- 1.11 The copyright in the ITT is vested in the Crown and may not be reproduced, copied or stored in any medium without the prior written consent of the Authority. The ITT, and any document issued as a supplement to it, are and shall remain the property of the Crown and must be returned upon demand.

PART 2: TIMETABLE AND ADMINISTRATIVE ARRANGEMENTS

- 2.1 The Timetable below is subject to change by the Authority and Tenderers will be informed accordingly.

Publish advertisement for the procurement		
Deadline for clarification questions	Date	8/12/17
	Time	3pm
Deadline for Tenders	Date	18/12/17
	Time	3pm
Evaluation of Tenders	Start	19/12/2017
	End	21/12/2017
Contract(s) award notification		Week commencing 2.1.18
Contract(s) award		Week commencing 2.1.18
Contract start dates		8th January 2018
Duration of Contract(s)		4 months
Extension Period (if required)		for a further 3 months for additional ad hoc work if required.

PART 3: COMPLETION OF TENDER

- 3.1 By submitting a Tender, Tenderers agree:

- to be bound by the ITT; and
- that if the Authority accepts the Tender in writing, the Tenderer will execute the Contract(s) in the form set out in Appendix B or in such amended form as may be agreed in writing by the Authority.

3.2 The Authority may terminate or amend the procurement or the ITT at any time. Any such termination or amendment will be notified in writing to all Tenderers. In order to give Tenderers reasonable time in which to take an amendment into account in preparing their Tenders, the Authority may, at its discretion, extend the deadline for Tenders.

3.3 Unless otherwise stated in the ITT or in writing by the Authority, all communications from Tenderers (including Tenderers' sub-contractors, consortium members, consultants and advisers) during the procurement must be made using Bravo. The Authority will not respond to communications made by other means and Tenderers should not rely on communications from the Authority unless they are made through Bravo.

Submission of Tenders

3.4 Tenderers must complete all parts of the Tender form in Bravo in accordance with the instructions therein.

3.5 Tenderers should print off the Form of Tender which must be signed by an authorised signatory. The signed Form of Tender must be uploaded and submitted via Bravo as part of a Tender in accordance with the instructions in Bravo.

3.6 The Tender and any documents accompanying it must be in English.

3.7 Prices must be submitted in £ Sterling exclusive of VAT.

3.8 Tenders will be checked for completeness and compliance with the requirements of the ITT and only compliant Tenders will be evaluated.

3.9 Tenderers must be explicit and comprehensive in their Tender as, this will be the single source of information used to score and rank Tenders. The Authority will take into account only information which is specifically asked for in the ITT.

3.10 Where a length of response is stipulated, for example, a word count limit, only the information within the set limit will be evaluated.

3.11 Failure to provide the information required or supply documents referred to in the Tender within the deadline for Tenders may result in rejection of the Tender.

3.12 Tenderers should avoid reference to general marketing or promotional information/material (except where this is specifically required by the relevant question). General marketing or promotional brochures may not be accepted where these are not deemed to be specifically relevant to the question.

3.13 Different persons may be responsible for evaluating different responses to questions in a Tender. Therefore, Tenderers should not cross-refer to answers given elsewhere in a Tender but should answer each question so that it forms a stand-alone response. This may mean Tenderers need to repeat certain information in response to different questions if this is required by those questions.

Clarifications sought by Tenderers

3.13 Any request for clarification regarding the ITT should be submitted at the earliest opportunity via Bravo and in any event no later than the deadline for clarifications set out in the Timetable. The Authority is under no obligation to respond to queries raised after the clarification deadline.

3.14 The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all Tenderers other than in exceptional circumstances.

3.15 If a Tenderer believes that a request for clarification is commercially sensitive or that publishing the same together with the Authority's response as set out above would reveal information, disclosure of which would be detrimental to the Tenderer, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

- the clarification and response is not commercially sensitive; and/or
- all Tenderers may benefit from its disclosure,

the Authority will notify the Tenderer of this (via Bravo), and the Tenderer will have an opportunity to withdraw the request for clarification. If the request for clarification is not withdrawn within 48 hours of the Authority's notification, the Authority may publish the clarification request and its response to all Tenderers and the Authority shall not be liable to the Tenderer for any consequences of such publication.

3.16 The Authority may not respond to a request for clarification or publish it where the Authority considers that the response may prejudice the Authority's commercial interests. In such circumstances, the Authority will inform the Tenderer of its view.

Changes to Tenders

3.17 Tenderers may modify their Tenders prior to the deadline for Tenders. No Tenders may be modified after the deadline for Tenders.

3.18 Tenderers may withdraw their Tenders at any time by submitting a notice via Bravo. Unless withdrawn, Tenders shall remain valid and open to acceptance by the Authority for 120 days from the deadline for Tenders.

Receipt of Tenders

- 3.19 Tenders must be uploaded onto Bravo no later than the time and date set out in the Timetable as the deadline for Tenders. The Authority will not consider Tenders received after the deadline. The Authority may, however, at its own discretion, extend the deadline and in such circumstances the Authority will notify all Tenderers of any change.
- 3.20 If a Tenderer experiences problems when uploading its Tender, it should contact the Bravo helpdesk for assistance and also inform the Authority.

Acceptance of Tenders

- 3.21 By issuing the ITT, communicating with a Tenderer or a Tenderer's representative or agents or any other communication in respect of this procurement, the Authority shall not be bound to accept any Tender or award any contract.

Costs of Tendering

- 3.22 Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of their Tenders, site visits and presentations and the Authority will in no case be responsible or liable for those costs, regardless of the outcome of the procurement in relation to individual Tenders, even if the procurement is terminated or amended by the Authority.

Clarifications sought by the Authority

- 3.23 The Authority reserves the right (but is not obliged) to seek clarification of any aspect of a Tender and/or provide additional information during the evaluation phase in order to carry out a fair evaluation. Failure to respond adequately may result in the Tender being rejected.
- 3.24 Tenderers must give the names of two people in their organisation who can answer the Authority's clarification questions. The Authority will not contact any other persons. Tenderers must notify the Authority promptly of any changes.

Confidentiality of the ITT and related documents

- 3.25 The contents of the ITT and of any other documents and information published or provided by the Authority in respect of this procurement are provided on condition that they remain the property of the Authority, are kept confidential (save in so far as they are already in the public domain) and that the Tenderer shall take all necessary precautions to ensure that they remain confidential and are not disclosed, save as described below.
- 3.26 Tenderers may disclose information relating to the procurement to their advisers and sub-contractors in the following circumstances:
- disclosure is for the purpose of enabling a Tender to be submitted and the recipient of the information undertakes in writing to keep it confidential on the same terms as the Tenderer;

- the Authority gives prior consent in writing to the disclosure;
- the disclosure is made for the purpose of obtaining legal advice in relation to the procurement; or
- the Tenderer is legally required to disclose the information.

3.27 Tenderers shall not undertake any publicity activities in relation to the ITT without the prior written agreement of the Authority, including agreement on the format and content of any publicity. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Authority.

3.28 All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

3.29 For these purposes, the Authority may disclose within Government any of the Tenderer's documents and information (including any that the Tenderer considers to be confidential and/or commercially sensitive) provided in its Tender. The information will not be disclosed outside Government during the procurement. Tenderers consent to these terms as part of the procurement.

Confidentiality: References and third party evaluators:

3.30 When providing details of contracts as part of a Tender, Tenderers agree to waive any contractual or other confidentiality rights and obligations associated with these contracts.

3.31 The Authority may contact any named customer contact given as a reference or otherwise referred to as part of a Tender (and including any contacts or references given as part of the Tenderer's PQQ response). The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

3.32 Subject to clauses 3.34 to 3.38 the Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Regulations.

3.33 The Authority may use third parties in the course of its evaluation of Tenders. The Authority may disclose information contained therein to such third parties for the purposes of the Authority's evaluation of Tenders in accordance with the ITT. This right shall be in addition to the provisions of clauses 3.28, 3.29 and 3.34 to 3.38.

Commercially sensitive information and Freedom of Information

- 3.34 In accordance with the obligations placed on public authorities by the FOIA and the EIR, which provide a public right of access to information held by public bodies, the Authority may disclose information submitted to the Authority by the Tenderer.
- 3.35 If the Tenderer considers any information which it supplies to be commercially sensitive or confidential it should complete the schedule of Commercially Sensitive Information set out in Bravo and:
- clearly identify such information as confidential or commercially sensitive;
 - explain the potential implications of disclosure of such information; and
 - provide an estimate of the period of time during which the Tenderer believes that such information will remain confidential or commercially sensitive.
- 3.36 Where a Tenderer identifies information as confidential and/or commercially sensitive, the Authority will endeavour to maintain the confidentiality of that information, and will, where practicable, consult with the Tenderer before information relating to that Tenderer is disclosed pursuant to a request for information under FOIA and/or EIR to establish whether an exemption from disclosure may apply.
- 3.37 However, even where information is identified as being confidential or commercially sensitive, there may be circumstances in which the Authority may be required to disclose such information in accordance with the FOIA or the EIR (in addition to any other transparency obligations as set out in clauses 3.28 and 3.29). In particular, the Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FOIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Authority cannot guarantee that any information marked “confidential” or “commercially sensitive” will not be disclosed and accepts no liability for any loss or prejudice caused by the disclosure of information.
- 3.38 If a Tenderer receives a request for information relating to this procurement under the FOIA or the EIR during the procurement, this should be immediately passed on to the Authority and the Tenderer should not respond to the request without first consulting the Authority.

Disclaimers

- 3.39 Whilst the information in the ITT and supporting documents have been prepared in good faith the Authority does not warrant that it is comprehensive or that it has been independently verified.
- 3.40 Neither the Authority nor its respective advisors, directors, officers, members, partners, employees, other staff or agents:

- makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT or of any other written or oral communication transmitted (or otherwise made available) to any Tenderer;
- accepts any liability for the information contained in the ITT or in any other written or oral communication transmitted (or otherwise made available) to any Tenderer, or for the fairness, accuracy or completeness of that information; or
- shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

Any party considering entering into contractual relationships with the Authority following receipt of the ITT should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

- 3.41 Neither the issue of the ITT nor any of the information presented in it should be regarded as a commitment or representation on the part of the Authority to enter into a contractual arrangement. Nothing in the ITT or in any other communication made between the Authority and any other party should be interpreted as constituting a contract, agreement or representation between the Authority and any other party (save for a formal award of contract made in writing) or as constituting a contract, agreement or representation that a contract shall be offered.

Canvassing

- 3.42 Any Tenderer which directly or indirectly canvasses any officer, member, employee, or agent of the Authority or its members or any other relevant body or any of its officers or members concerning the Contract or this procurement which directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent concerning any other Tenderer or Tender will be excluded from this procurement and its Tender rejected.
- 3.43 The Tenderer shall not make contact with any employee, agent or consultant of the Authority which is in any way connected with this procurement during this procurement, unless instructed otherwise by the Authority.

Conflicts of Interest

- 3.44 The concept of a conflict of interest includes any situation where relevant staff members of the Authority, involved in this procurement have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.
- 3.45 If the Tenderer is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a Tender). Tenderers should remain alert to the possibility of conflicts of

interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a Tender being rejected.

- 3.46 Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Tenderer.

Changes to a Tenderer's Circumstances

3.47 The Authority may:

- reject a Tender if there is a subsequent change of identity, control, financial standing or other factor which may affect the Authority's evaluation of the Tender;
- revisit information contained in a Tender at any time to take account of subsequent changes to a Tenderer's circumstances; or
- at any point during the procurement require a Tenderer to certify there has been no material change to information submitted in its Tender and in the absence of such certificate, reject the Tender.

Sub-Contracting

3.48 Where the Tenderer proposes to use one or more sub-contractors to deliver some or all of the contract requirements, all information requested in the Tender should be given in respect of the prime contractor and a separate appendix should be used to provide details of the proposed bidding model that includes:

- members of the supply chain;
- the percentage of work being delivered by each sub-contractor; and
- the key contract deliverables each sub-contractor will be responsible for

3.49 The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Tenderers should note that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Tenderer to proceed with the procurement process or to provide the supplies and/or services required. If the proposed supply chain changes at any time after submission of its Tender, the Tenderer should inform the Authority immediately via Bravo. The Authority may deselect the Tenderer prior to any award of contract, based on an assessment of the updated information.

Pricing

3.50 Prices must be submitted in £ Sterling exclusive of VAT.

3.51 Contracts will be awarded as a fixed price which will be paid according to the deliverables stated in the Specification of Requirements.

3.52 The Pricing Schedule sets out the minimum level of pricing information required for the Tender for each Lot. The Authority may request a detailed breakdown of any Tender.

PART 4: GOVERNMENT POLICY IN RELATION TO TRANSPARENCY

4.1 Tenderers should be aware that the Government has set out the need for greater transparency in public sector procurement. Tenderers should note that if they are awarded a Contract, the tender documents and Contract will be published on the Contracts Finder website <https://www.gov.uk/contracts-finder>. In some circumstances, limited redactions may be made to some contracts before they are published.

SECTION 2: EVALUATION

Evaluation comprises the stages set out in the table below. More information on evaluation criteria is set out in Bravo

Stage	Section Reference	Evaluation Criteria	Question Scoring/ Weighting (%)
Stage 1	Form of Tender	This stage is not scored but if you do not upload a complete, signed and dated Form of Tender in accordance with the instructions in Bravo, your Tender will be rejected as non-compliant.	Pass/Fail
Stage 2	Organisation and Contact Details	This stage is not scored but you will be eliminated from the procurement if the information is not provided in full.	Pass/Fail
Stage 3	Grounds for Mandatory Rejection	This stage is not scored but if you answer "Yes" to any of the questions the Authority will reject your Tender.	Pass/Fail.
Stage 4	Grounds for Discretionary Rejection	This stage is not scored but if you answer "Yes" to any of the questions the Authority may reject your Tender.	Pass/Fail.
Stage 5	Financial & Economic Standing	This stage is not scored but you may be eliminated from the procurement if the Authority believes your organisation does not have	Pass/Fail

		the financial resources to provide the goods/services required.	
Stage 6	Relevant Experience 7 Contract examples	This stage is not scored but you may be eliminated from the procurement if the information is not provided in full or if your past performance has not been satisfactory.	Pass/Fail
Stage 7	Technical & Professional Ability – Project Specific Requirements for each Lot) (Technical Questionnaire)	<p>This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire within Bravo.</p> <p>If a score of 20 or less is awarded to a response E01 – E05 in a lot, the Authority may reject the tender for that lot.</p>	<p>Scored (and some pass/fail)</p> <p><u>LOT 1</u> E01 Organisational Experience, Capability and Resources – 15% weighting E02 Project Team – 15% weighting E03 Approach and Methodology – 40% weighting E04 Risk Management and Mitigation – 10% weighting E05 Communication and Working Arrangements - 10% weighting E06 - Sustainability 10% weighting</p> <p><u>LOT 2</u> E01 Organisational Experience, Capability and Resources – 15% weighting E02 Project Team – 15% weighting E03 Approach and Methodology – 50% weighting E04 Risk Management and Mitigation – 10% weighting E05 Communication and Working Arrangements - 10% weighting</p>
Stage 8	Pricing Schedule (one for each Lot)	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule.	Scored
Stage 9	Final score	<p>If you pass stages 1 to 6 your Tender will be evaluated in stages 7 to 8</p> <p>The final score is calculated as follows: 60% is made up of the total of Stage 7 40% is made up from Stage 8</p>	

		The most economically advantageous Tender will be the Tender with the highest final score.
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- 1.1 Tenders will be evaluated on quality and price using the evaluation criteria set out in Bravo to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender after the weightings in clause 1.3 are applied.
- 1.2 Each question will be scored separately and no reference will be made between the questions.
- 1.3 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
 - the total quality scores awarded will form 60% of the final score;
 - The score awarded for price will form 40% of the final score.
- 1.4 Each scoring question in the quality evaluation is given a weighting to indicate the relative importance of that question in the overall quality score. Weightings for quality scores are provided with the evaluation criteria and are detailed on Bravo for each question in the response form. The evaluation criteria for price are set out in the Pricing Schedule.
- 1.5 Evaluation of Tenders will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Tenders applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.
- 1.6 For each lot, Questions E01 – E05 will be assessed using the following criteria:

Score	Justification
For a score of hundred (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.
For a score of seventy (70):	Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.
For a score of fifty (50):	Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.
For a score of twenty (20):	Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.
For a score of zero (0):	Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

- 1.7 If a score of twenty or below is awarded to a Tenderer's response to any questions (E01 to E04), the Authority may choose to reject the Tender. This decision will be informed by considering all the Tenderer's responses in the proposed solution's ability to deliver the Authority's requirements.

- 1.8 For avoidance of doubt please note: no half marks or a score other than those whole numbers above will be awarded to responses.
- 1.9 Technical questions are found on Bravo.
- 1.10 The weighting and maximum marks available for the price will be 40% and will be awarded to the Tenderer with the lowest tender price. The remaining Tenderers will receive marks on a pro rata basis from the lowest to the highest price. The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 40 \text{ (Maximum available marks)}$$

For example, if three tender responses are received and Tenderer A has quoted £30,000 as their total price, Tenderer B has quoted £50,000 and Tenderer C has quoted £60,000 then the calculation will be as follows:

- Tenderer A Score = £30,000/£30,000 x 40% (Maximum available marks) = 40%
- Tenderer B Score = £30,000/£50,000 x 40% = 24%
- Tenderer C Score = £30,000/£60,000 x 40% = 20%

SECTION 3: SPECIFICATION OF REQUIREMENTS

This Section sets out the Authority's requirements.

Project Overview

The Authority is looking for suppliers to conduct a survey of roadside litter on trunk roads other than motorways. The overarching aims of the project are to collect and analyse data on the cleanliness of roadsides for trunk roads other than motorways. This is set-out in two distinct lots of work;

- Lot 1 data collection
- Lot 2 analysis of data

For both lots, all other things being equal, higher marks will be awarded to tenders that guarantee the earliest delivery.

For lot 1, all other things being equal, higher marks will be allocated under E01 Organisational Experience, Capability and Resources (15% weighting) and E03 Approach and Methodology (40% weighting) to tenders that guarantee two separate observations of each site.

Tenders are invited to:

- bid for just one lot;
- bid for both lots;
- bid for both lots but could only be awarded one lot; or
bid for both lots and be awarded both lots

The overall research output is required to inform policy development and to assist the Litter Strategy for England.

Contract and Performance Management

The following will be included as a Schedule to the Authority's Conditions of Contract at the point of signature;

- the Contractor's approved Project Delivery Plan and the Detailed Gantt Chart (or equivalent).

The Authority shall hold meetings or correspond by email with the Contractor to discuss and agree the management of the Contract(s).

Background

Litter is an important national issue – as reflected in the recently announced Litter [Strategy](#) for England. Roadside litter is a particular concern, especially where it occurs on major trunk roads as these are considered the ‘gateways’ to England’s key economic areas. They often have high volumes of traffic and run through urban and rural areas, making litter disproportionately visible to users.

On trunk roads other than motorways, removing litter is the responsibility of the local councils while other aspects of road maintenance are the responsibility of Highways England (HE).

The Litter Strategy for England states that ‘*Government will commission and publish an independent assessment of road cleanliness and publish cleanliness reviews by authority*’. ‘*We will then set a deadline for underperforming authorities to improve their performance within this Parliament*’.

The survey will therefore need to collect data that can be used to deliver an independent assessment of road cleanliness which will enable government to publish cleanliness reviews by authority. In particular data from this project will be used to assess the state of roadside litter on trunk roads and how this varies by local authority. The intention is to help defra understand what the issues are if there are problems for LAs meeting their statutory duties and work to develop solutions.

Lot 1 - Data collection

Requirement, Approach and Methodology

The data collected must be sufficiently high quality to enable end users to grade the cleanliness of the roadside and any central reservation using a grading system based on the same principles as the [Code of Practice on Litter and Refuse](#). The grades are A, B, C and D, with grades B and above being classed as ‘acceptable’.

Litter site cleanliness grades:

- A None of the issues present
- B Predominantly free with some minor instances of the issue*
- C Widespread with some accumulations of the issue
- D Heavily affected by the issue

*B is the grade that councils have to at least reach to meet the legal standard.

Some or all of the surveying can be undertaken by:

- (i) cameras on vehicles, (contractor supplies and uses the equipment)*
- (ii) human observation from vehicles

The default surveying unit is transects 500m in length and these should be chosen at random for each road and slip road in scope. For slip roads, shorter transects can be used if necessary but the length must be recorded and should be at least 100m.

The precise Geo Reference should be recorded for all transects, including those on sliproads.

The contractor must collect data from at least 1.25 km of road within every local authority in scope, including, if possible, up to 250 metres of slip road. There are around 200 local authorities in scope. The majority of local authorities have only one numbered road in scope. There is no need to survey more than two numbered roads in those LA's which have more than one.

The contractor will be provided with a means to identify all roads (including sliproads) in scope and their location as a shape file in GIS format. The total length of road and slip road in scope is estimated to be around 4,200 kilometres in England. Of this around 1,000 km is slip roads.

It is desirable, but not essential, if the contractor undertakes two separate surveys. The second survey must be **at exactly the same location as the first and the two surveys must be between 35 and 63 days apart**, but avoid surveying sites for the second time on the 56th day after the first observation.

More than one observation of each is necessary in order to determine whether councils are falling below the required legal standard. (The legal standard requires councils to 'keep the highways clean'. If cleanliness falls below being "predominantly free of litter", the council has "28 days or as soon as is practicable" to restore it to standard).

For transects which are surveyed only once, the other observation will be provided by Highways England via their regular road surveillance programme. All data collected by Highways England is photo imagery and precisely geo referenced. They collect photo imagery data for the entire road network, including sliproads, and so the contractor can be confident that the locations they choose to sample will also be covered by Highways England.

If there is no extreme weather disruption it looks as though by early March Highways England should have collected and made data available for 7 of 14 regions, 8 by end March, 10 by end April and the remainder by end May.

For those sites where the contractor intends to survey only once, the data must be collected within 35 to 63 days before or after Highways England collect theirs.

Once the contract is underway, Defra will provide the contractor with updates of where HE have been and where and when they're going so that the contractor can work around it to meet the 35 to 63 day requirement.

Where bidders are not intending to survey all of the sample twice, they should state what proportion of the sample will be surveyed only once.

The recorded data should be enough to cover what a person would typically be able to see if in a vehicle, including up to 90 degrees, left and right, from direction of travel. The depth or width of the transect must take in the hard shoulder plus around 5 metres of verge or to the back fence, hedge or shrubbery, whichever is the shorter distance.

On dual carriageways the central reservation must be captured up to the mid-point.

Laybys should be included.

The contractor will be responsible for health and safety and take all necessary precautions to carry out the survey without risk to themselves or the public. This should include identification of Health and Safety risks and use of appropriate risk assessments for each activity.

In advance of the work, the contractor will be responsible for notifying any third parties that need to be notified of their activity, including, where necessary, the relevant Highways Authority.

Under the terms of the contract for this work, Defra will take ownership of all data, including image data.

Photo Imagery

If photo imagery via cameras mounted-on-vehicle is used for data collection it must be of sufficient quality to enable a rigorous assessment and scoring of each transect for litter cleanliness grade as detailed above.

Tenderers must state the capabilities of the equipment they will use on this task within their proposals. The contractor must use survey equipment which complies with the requirements outlined here:

Number of Cameras	At least 2
Resolution	≥1.5 and ≤5 Megapixel
Image Spacing	2m
Angles	Front, Rear, Left and Right Oblique (at 45° from front)

The Contractor should note the equipment they will use and confirm it will achieve the requirements.

All imagery capture shall be carried out during daylight hours, the exact time of capture shall be at an appropriate time to minimise effects of vignetting and flaring due to sunlight on the lens.

No imagery shall be captured during periods of heavy rain, hail, snow, dense mist/fog, or when there is snow lying on the hard shoulder or grass verge.

All imagery must be provided in line with the requirements set out in the table below:

Structure Hierarchy	AreaRoute\Imagery
Naming convention	Camera_Run_Image i.e. 1_00001_01
Format	Jpeg
Compression	Lossy $\geq 10:1$ and $\leq 30:1$
Redaction	$\geq 95\%$ Number plates, $\geq 90\%$ Faces; $\leq 5\%$ false obscuration of Company assets
Ordering	<ol style="list-style-type: none"> 1. Mainline <ol style="list-style-type: none"> i. General nominated direction in direction of travel ii. General non-nominated direction in direction of travel 2. Slips, Grade Separated Junctions and Oxbow Lay-bys <ol style="list-style-type: none"> i. Ordered by nominated direction and geographic order
Projection	OSGB36 datum - Ordnance Survey Great Britain 1936
Information to be provided/image set (Shapefile, XLS or CSV)	Unique record ID (simple numeric), Easting, Northing, Date of capture, Time of capture, 'Mainline' or 'Slip' (to identify if the image is part of a mainline section or slip road, oxbow, etc.),
Quality of Imagery	$\geq 95\%$ to be bright and clear by route and by area
Absolute Accuracy (mm)	$\leq 2000\text{mm}$, 2σ

It would also be expected that appropriate steps were taken by the contractor to not disclose any confidential material captured on camera, such as car number plates.

Sustainability

The Authority's policies are to achieve best value for money and continual improvements in the sustainable management of its estate, operations and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at:

www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement

In the context of the sustainable procurement policy statement, your methodology and working practices should also explain how you intend to help the Authority improve its sustainable performance in delivering this Contract, describing the methods to be employed and drawing on the aspects of sustainability listed below; how what needs to be done would be communicated to those engaged on the contract; how you would demonstrate, measure and monitor progress; and any innovative, sustainable approaches such as use of improved tools, techniques and technologies. Your response must be tailored to delivery of this contract and should demonstrate your commitment to reducing emissions of carbon dioxide and other greenhouse gases and explain how you reduce pollution by for example, improving the logistics of travel and transport operations.

Timetable for lot 1

- (i) Project commences: week beginning **8th January 2018**
- (ii) Delivery of processed data set by close **30th April 2018** - note that when evaluating tenders, all other things being equal, significantly higher marks will be

awarded to suppliers who can confirm a commitment for earlier delivery, ideally by close 31st March 2018 or sooner .

Deliverables

- (i) processed data set that is fit for purpose to be used for allocating cleanliness grade to each transect as described above.
 - A precise geo reference (to within 1 metre) for each transect
 - Name of local authority and trunk road number (e.g. A3) relevant to each transect.

- (ii) There should also be a brief report on how the collection went.

Under the terms of the contract for this work, Defra will take ownership of all data, including image data.

Skills and Experience

The skills required by the contractor will be mainly organisational and technical, including ICT skills plus some statistical awareness, e.g. to ensure the samples are random.

If using photo imagery via cameras mounted-on-vehicle, the contractor must provide robust evidence in their tender that they have the capability and capacity to deliver to specification in the following areas:

- Experience of network scale Mobile Mapping System (MMS) i.e. imagery and LiDAR planning, operation, processing (including imagery redaction), quality control and delivery on singular projects exceeding 5,000Km;

- Experience of feature extraction from MMS and other remotely sensed datasets such as aerial imagery/LiDAR using Geographic Information System (GIS) and other specialist software packages and delivery on singular projects exceeding 1,000Km;

Lot 2 - Data Analysis

Requirement, Approach and Methodology

This will entail allocating one of the site cleanliness grades below to each transect (500 metre transect or might be shorter on sliproads) and an assessment of the litter site cleanliness grade for every transect and the percentage of transects at (i) Grade B or higher, and (ii) Below grade B, for each local authority. This must be undertaken for data from each of the two data collection visits, some or all of which might be photo imagery data.

Litter site cleanliness grades:

- A None of the issues present
- B Predominantly free with some minor instances of the issue*
- C Widespread with some accumulations of the issue
- D Heavily affected by the issue

*B is the grade that councils have to at least reach to meet the legal standard.

It would be helpful, but not essential, if the following intermediate grades were allocated where appropriate: B+ (between A and B), B- (between B and C), and C- (between C and D)

The approximate number of transects that the contractor could expect to assess would be as follows:

<u>Total road in sample per LA (km)</u>	<u>Total slip road in sample per LA (km)</u>	<u>Approx. number of transects across 200 LA's and two observations (roads)</u>	<u>Approx number of transects across 200 LA's and two observations (slip roads)</u>
<u>1.0.</u>	<u>0.25</u>	<u>800</u>	<u>670</u>
<u>2.00</u>	<u>0.50</u>	<u>1,200</u>	<u>1,300</u>
<u>5.00</u>	<u>1.25</u>	<u>3,000</u>	<u>3,300</u>

Timetable

- (i) Work commences on or before 1st June 2018, subject to data from lot 1 being available.
- (ii) Delivery of analysis and report by close 15th June 2018 - note that when evaluating tenders, all other things being equal, higher marks will be awarded to suppliers

who can confirm a commitment for earlier delivery, ideally by close April 30th 2018 or even better, by close 31st March.

Deliverables

- (i) Report, including full analysis of the results, i.e. an assessment of the litter site cleanliness grade for every transect and the percentage of transects at (i) Grade B or higher, and (ii) Below grade B, for each local authority.
- (ii) brief narrative covering any interesting findings.

Under the terms of the contract for this work, Defra will take ownership of all data.

Skills and Experience

The skills required will be experience at allocating site cleanliness grade to visual observation or photo imagery of roadsides.

Commercial Evaluation of Bids

Bidders are invited to provide separate bids for:

- Lot 1 - Collection of data
- Lot 2 - Analysis of data (grading for site cleanliness)

A bidder may:

- bid for just one lot;
- bid for both lots;
- bid for both lots but could only be awarded one lot; or
- bid for both lots and be awarded both lots.

All bids should be **in £ total** and **£ per observation (surveyed transect)** on **each** of the following bases:

- (i) Scenario 1 - 1.25 km of road in scope, including where possible 250 metres of slip road, in each LA in scope (basic package),
- (ii) Scenario 2 - 2 km of road in scope, including where possible 500 metres of slip road, in each LA in scope
- (iii) Scenario 3 - 5 km of road in scope, including where possible 1,250 metres of slip road, in each LA in scope

For each of the above scenarios 1 to 3 above, tenders for lot one must state what proportion of the sample, if any, they will survey twice.

The commercial evaluation will be based on **Scenario 1 only**. The Authority reserves the right to award the contract on either of the scenarios or a combination of the above scenarios.

Tenders must show if there is any impact on the delivery timetable for scenarios 2 and 3 compared to 1.

The above rates may also be used to form a rate card for any additional ad hoc work, should it be required, under a 3 month extension.

The weighting and maximum marks available for the price will be 40% and will be awarded to the Tenderer with the lowest tender price. The remaining Tenderers will receive marks on a pro rata basis from the lowest to the highest price. The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 40 \text{ (Maximum available marks)}$$

For example, if three tender responses are received and Tenderer A has quoted £30,000 as their total price, Tenderer B has quoted £50,000 and Tenderer C has quoted £60,000 then the calculation will be as follows:

- Tenderer A Score = $\frac{£30,000}{£30,000} \times 40\%$ (Maximum available marks) = 40%
- Tenderer B Score = $\frac{£30,000}{£50,000} \times 40\% = 24\%$
- Tenderer C Score = $\frac{£30,000}{£60,000} \times 40\% = 20\%$

Lot 1 Technical Evaluation Questions - Collection of data

E01 - Organisational Experience, Capability and Resources (15%)

Please describe your organisation's capability in delivering data collection projects that are relevant or comparable to this specification. Please include details of the number of years your organisation has been involved in this sub-sector. Where possible this should include details of your organisation's experience in delivering research detailed in this specification. Please include a list of references to relevant publications by your organisation in the area. Please describe any resources that you think are relevant to delivery of the project such as sampling capabilities, data handling and analysis systems and laboratory analysis facilities.

Evaluation criteria

Your response should demonstrate:

- Sufficient recent experience and capability of effectively delivering comparable projects.
- use of validated methods for the analysis
- the relevant resources to deliver the project

- Higher marks will be awarded to bids that guarantee the earliest delivery.

- Higher marks will be awarded to tenders that guarantee two separate observations of each site

Please upload a document with the filename: "E01_Your Organisation Name". Your response must not exceed a maximum of 3 sides of A4, font size 10.

E02 - Proposed Project Team (15%)

Please provide details of the proposed project team and team structure that you intend to use to deliver this project. If relevant, CV's may be submitted to support your response (max 2 A4 sides per CV).

Evaluation criteria

Your response should demonstrate that:

- the proposed team have sufficient and relevant experience and capability to successfully deliver this specification.
- 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. Higher marks will be awarded to bids that can guarantee the earliest delivery as this means there is more time for data analysis.
- If there are proposals for consortium/sub-contracting arrangements, they are comprehensive and reasonable and there are measures in place to effectively manage these arrangements throughout the contract.
- the experience of the staff proposed is appropriate to the roles allocated.

- Staff retention plans are in place to minimise turnover of key staff members

Please upload a document with the filename: “E02_Your Organisation Name”. Your response must not exceed a maximum of 2 sides of A4 (excluding Annexed CVs), font size 10. Use of team structure trees etc. is encouraged for clarity and brevity. It is very important to demonstrate leads and roles of all staff involved.

A separate document must be uploaded for CVs. Please upload a document with the filename: “E02_Your Organisation Name – CVs”.

You must also complete and upload the document “Staff Milestone Workbook (Appendix F)”.

E03 - Approach and Methodology (40%)

Outline your understanding of the policy/research context and the key issues/challenges you are proposing to address in this project. Please describe your approach and methodology for delivering Lot 1 requirements as detailed in this specification. Please address each of the objectives given above in a clear fashion. Outline the approaches to be used to achieve the objectives and set out the work plan for the life of the project stating clearly how you intend to proceed (please include a Gantt chart if appropriate). Where appropriate, please describe the analyses of data you propose to undertake. This should include any statistical inputs.

Evaluation criteria

Your response should demonstrate:

- An understanding of the policy and research context of the study
- A clear approach to each of the objectives
- Higher marks will be awarded to tenders that guarantee two separate observations of each site.

Please upload a document with the filename: “E03_Your Organisation Name”. Your response must not exceed a maximum of 4 sides of A4, font size 10.

E04 - Risk Management and Mitigation (10%)

Please provide your risk assessment profile for delivering this specification. Your response should contain a list of relevant perceived risks to the project which could affect your ability to deliver the required outputs. An indication of the level of risk (high, medium or low), the mitigation measures to be put in place. This should include identification of Health and Safety risks and you should include example risk assessments for each activity to be provided as a part of methodology.

Evaluation Criteria

- scope of consideration of the risk including Health and Safety risk assessment
- rationale for assignment of risk levels
- appropriateness of mitigation measures

Please upload a document with the filename: "E04_Your Organisation Name". Your response must not exceed a maximum of 2 sides of A4, font size 10. A Risk table/log and sample H&S risk assessments may be supplied in addition to the 2 sides of A4

E05 - Communication and Working Arrangements (10%)

Please set out clear communication routes and a proposed approach to working with Defra including a strategy for dissemination of the findings.

Evaluation criteria

Your response should demonstrate that:

- A comprehensive and realistic approach for communicating to ensure successful delivery of the Contract
- A credible approach to liaison
- A comprehensible approach to dissemination of the finding with due regard to public reassurance and media aspects.

Please upload a document with the filename: "E05_Your Organisation Name". Your response must not exceed a maximum of 2 sides of A4, font size 10.

E06 - Sustainability (10%)

Please explain your methodology and sustainable working practices for delivery of this contract. Your response should describe the methods to be employed and draw on the aspects of sustainability including; how what needs to be done, would be communicated to those engaged on the contract; how you would demonstrate, measure and monitor progress; and any innovative, sustainable approaches such as use of improved tools, techniques and technologies.

Your response must be tailored to delivery of this contract. Evidence of a sustainability policy should be included by attaching as an Annex to your response - not in place of your response - an evaluation will be conducted on the information contained in the tailored response.

Evaluation Criteria:

- Evidence of a sustainability policy provided as an attachment.
- Shows some contribution towards innovative sustainable tools, techniques and technologies; describes the procedures and systems for communicating what needs to be done to improve sustainability to those engaged on this contract; and explains how it would measure performance and report to the Authority on progress.

- Demonstrates the Tenderer's commitment to reducing emissions of carbon dioxide and other greenhouse gases;
- Demonstrates how the Tenderer is adapting to climate change to reduce risk to their business and customers;
- Demonstrates how the Tenderer controls pollution by for example improving the logistics of travel and transport operations and minimising the use of hazardous and environmentally damaging substances;
- Responses are tailored to the delivery of this contract as well as more general activities of the organisation in conducting its day to day business.

Please upload a document with the filename: "E06_Your Organisation Name". Your response must not exceed a maximum of 2 sides of A4, font size 10. An organisational sustainability policy may be supplied in addition to the 2 sides of A4.

Lot 2 Technical Evaluation Questions - Analysis of data (grading for site cleanliness)

E01 - Organisational Experience, Capability and Resources (15%)

Please describe your organisation's capability in delivering research projects that are relevant or comparable to this specification and specifically data analysis. Please include details of the number of years your organisation has been involved in this sub-sector. Where possible this should include details of your organisation's experience in delivering research detailed in this specification. Please include a list of references to relevant publications by your organisation in the area. Please describe any resources that you think are relevant to delivery of the project such as sampling capabilities, data handling and analysis systems and laboratory analysis facilities.

Evaluation criteria

Your response should demonstrate:

- sufficient recent experience and capability of effectively delivering comparable projects.
- use of validated methods for the analysis
- the relevant resources to deliver the project including, possession of or access to appropriate analytical equipment and facilities.
- Higher marks will be awarded to tenders that guarantee the earliest delivery.

Please upload a document with the filename: "E01_Your Organisation Name". Your response must not exceed a maximum of 3 sides of A4, font size 10.

E02 - Proposed Project Team (15%)

Please provide details of the proposed project team and team structure that you intend to use to deliver this project. If relevant, CV's may be submitted to support your response (max 2 A4 sides per CV).

Evaluation criteria

Your response should demonstrate that:

- the proposed team have sufficient and relevant experience and capability to successfully deliver this specification.
- 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 in place to effectively manage these arrangements throughout the contract.
- the experience of the staff proposed is appropriate to the roles allocated.
- Staff retention plans are in place to minimise turnover of key staff members
- There can be flexibility in deployment of resources so that the work can be done to a tight timescale.

Please upload a document with the filename: "E02_Your Organisation Name". Your response must not exceed a maximum of 2 sides of A4 (excluding Annexed CVs), font size 10. Use of team structure trees etc. is encouraged for clarity and brevity. It is very important to demonstrate leads and roles of all staff involved.

A separate document must be uploaded for CVs. Please upload a document with the filename: "E02_Your Organisation Name – CVs".

You must also complete and upload the document "Staff Milestone Workbook (Appendix F)

E03 - Approach and Methodology (50%)

Outline your understanding of the policy/research context and the key issues/challenges you are proposing to address in this project. Please describe your approach and methodology for delivering Lot 2 requirements as detailed in this specification. Please address each of the objectives given above in a clear fashion. . Outline the approaches to be used to achieve the objectives and set out the work plan for the life of the project stating clearly how you intend to proceed (please include a Gantt chart if appropriate). Where appropriate, please describe the analyses of data you propose to undertake. This should include any statistical inputs.

Evaluation criteria

Your response should demonstrate:

- An understanding of the policy and research context of the study
- A clear approach to each of the objectives

- Understanding of the analytical methods to be used, data analysis requirements

Please upload a document with the filename: “E03_Your Organisation Name”. Your response must not exceed a maximum of 4 sides of A4, font size 10.

E04 - Risk Management and Mitigation (10%)

Please provide your risk assessment profile for delivering this specification. Your response should contain a list of relevant perceived risks to the project which could affect your ability to deliver the required outputs. An indication of the level of risk (high, medium or low), the mitigation measures to be put in place.

Evaluation Criteria

- scope of consideration of the risk
- rationale for assignment of risk levels
- appropriateness of mitigation measures

Please upload a document with the filename: “E04_Your Organisation Name”. Your response must not exceed a maximum of 2 sides of A4, font size 10. A Risk table/log and may be supplied in addition to the 2 sides of A4.

E05 - Communication and Working Arrangements (10%)

Please set out clear communication routes and a proposed approach to working with Defra including a strategy for dissemination of the findings.

Evaluation criteria

Your response should demonstrate that:

- A comprehensive and realistic approach for communicating to ensure successful delivery of the Contract
- A credible approach to liaison
- A comprehensible approach to dissemination of the finding with due regard to public reassurance and media aspects.

Please upload a document with the filename: “E05_Your Organisation Name”. Your response must not exceed a maximum of 2 sides of A4, font size 10.

APPENDIX A

FORM OF TENDER

To be returned by 3pm (UK time) on 18th December 2017

TENDER FOR THE: SURVEY OF ROADSIDE LITTER ON TRUNK ROADS OTHER THAN MOTORWAYS

Tender Ref: 24918

1. We have examined the invitation to tender and its schedules set out below (the **ITT**) and do hereby offer to provide the goods and/or services specified in the ITT and in accordance with the attached documents to the Authority commencing [**insert date**] for the period specified in the ITT.
 - Tender Particulars (Section 1)
 - Evaluation (Section 2)
 - Specification of Requirements (Section 3)
 - Form of Tender (Appendix A)
 - Authority's Conditions of Contract (Appendix B)
 - Authority's Travel & Subsistence Policy (Annex C)
 - Commercially Sensitive Information (Appendix D)
 - Commercial Workbook (Appendix E)
 - Staff Milestone Workbook (Appendix F)
2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
3. We agree that:
 - a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
 - b. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2000, the Contract may be executed electronically using the Authority's electronic tendering and contract management system, Bravo;
 - c. we are legally bound to comply with the confidentiality provisions set out in the ITT;
 - d. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;
 - e. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and
 - f. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of

ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:
- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
 - b. if there are, or may be such circumstances giving rise to an actual or potential conflict of interest we have disclosed this in full to the Authority.
5. We undertake and it shall be a condition of the Contract that:
- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
 - b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
 - c. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.
6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

Signed _____

Date _____

In the capacity of _____

**Authorised to sign
Tender for and on
behalf of** _____

Postal Address _____

Post Code _____

Telephone No. _____

Email Address _____

APPENDIX B
AUTHORITY'S CONDITIONS OF CONTRACT

These are also available on the e-sourcing system Bravo

APPENDIX C

AUTHORITY'S TRAVEL & SUBSISTENCE POLICY

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel

All Journeys – Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage Allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motor cycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g. on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

UK Subsistence

Location	Rate
London (Bed and Breakfast)	£115
UK Other (Bed and Breakfast)	£75

APPENDIX D

COMMERCIALLY SENSITIVE INFORMATION

(If applicable, Tenderer to reproduce a similar table to the example below and then upload to Bravo)

TENDERER'S COMMERCIALLY SENSITIVE INFORMATION	POTENTIAL IMPLICATION OF DISCLOSURE	DURATION OF COMMERCIALLY SENSITIVE INFORMATION

APPENDIX E

COMMERCIAL WORKBOOK

This document is available on the Authority's e-sourcing system Bravo



Commercial%20workbook.xlsx

APPENDIX F

STAFF MILESTONE WORKBOOK

This document is available on the Authority's e-sourcing system Bravo



Summary%20of%20
staff%20time%20wo