



Department
for Environment
Food & Rural Affairs

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**INVITATION TO TENDER (ITT)
FOR
IMPACTS OF ENERGY INFRASTRUCTURE
ON UK HOUSE PRICES**

TENDER REFERENCE: CCM0101

July 2013

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SECTION 1

TENDER PARTICULARS

SECTION 1: TENDER PARTICULARS

GLOSSARY

Unless the context otherwise requires, the following words and expressions used within this Invitation to Tender (except Section 5: Authority's Conditions of Contract) shall have the following meanings (to be interpreted in the singular or plural as the context requires):

TERM	MEANING
"Authority"	means the Department for Environment, Food and Rural Affairs.
"e-Tendering System"	means the online portal used for conducting this ITT.
"Conditions of Tender"	means the terms and conditions set out in this ITT relating to the submission of a Tender.
"Contract"	means the agreement (as set out in Appendix C of the ITT) to be entered into by the Authority and the Contractor following any award under the procurement exercise.
"Contractor"	means the successful Tenderer(s) who will be a party to the Contract responsible for supplying the goods and/or services
"Due Diligence Information"	means the background and supporting documents and information provided by the Authority for the purpose of better informing the Tenderers' responses to this ITT.
"EIR"	means the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations.
"FOIA"	means the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation.
"Invitation to Tender" or "ITT"	means this invitation to tender document and all related documents published by the Authority and made available to Tenderers and includes the Due Diligence Information.
"Tender Response(s)", or "ITT Response"	means a Tenderer's formal offer in response to this ITT.
"Tenderers"	means the organisations being invited to respond to this ITT.

1. GENERAL

- 1.1 The Authority is seeking a supplier to undertake a study aims to determine whether different types of energy infrastructure have a significant impact on the prices of houses nearby and, if so, compare how that impact differs between the different types of infrastructure.
- 1.2 The Authority is using an e-Tendering System for this procurement exercise. The ITT is only available in electronic form which can be accessed via your web browser.
- 1.3 Tenderers are required to complete the Online Technical Questionnaire (Technical Questionnaire tab at the left hand side of the screen) in accordance with Section 1 (Tender Particulars), Section 2 (Instructions for Submission), Section 3 (Specification of Requirements) and Section 4 (Online Technical & Commercial Questionnaire Evaluation Criteria) – these documents are located in the “Attachments” tab at the left hand side of the screen.
- 1.4 The information contained in the ITT is designed to ensure that completed Tender Responses are given equal and fair consideration. It is important that Tenderers provide all the information asked for in the format and order specified.
- 1.5 Tenderers should read the ITT carefully before submitting a Tender Response. Failure to comply with the instructions for completion and submission of a Tender Response will result in elimination from the procurement exercise. Tenderers are advised to acquaint themselves fully with the extent and nature of the goods and/or services in Section 4 (Specification of Requirements) and contractual obligations. These instructions constitute the Conditions of Tender. Participation in this procurement exercise automatically signals that the Tenderer accepts the Conditions of Tender.

2. PROPOSED TIMETABLE AND ADMINISTRATIVE ARRANGEMENTS

Invitation to tender published	<i>Tuesday 25th June 2013</i>
Deadline for clarification questions from Tenderers	<i>Friday 5th July 2013 1pm</i>
Deadline for Tender Responses	<i>Wednesday 10th July 12noon</i>
Evaluation of Tenders	<i>11th – 15th July 2013</i>
Consensus meeting	<i>16th July 2013</i>
Contract award notification	<i>17th July 2013</i>
Contract award	<i>23rd July 2013</i>
Contract start date	<i>26th July 2013</i>
	The Contract will commence 26 th July 2013 and expire 4 th September 2013.
Duration of Contract	The Authority reserves the right to extend the contract for one further month.

The proposed timetable is only a guideline. The Authority reserves the right to make any changes it deems necessary to the proposed timetable.

3. COMMERCIAL MODELS

- 3.1. The Authority will consider single tenders from sole suppliers; or collaborative tenders from consortiums (defined as a group of individuals or companies formed to undertake an enterprise or activity that would be beyond the capabilities of the individual members), where there is a Lead Supplier responsible for sub-contracting and managing the other members in the Consortium.

4. CONDITIONS APPLYING TO THIS ITT

- 4.1. Unless stated otherwise in this ITT or in writing from the Authority, all communications from Tenderers (including Tenderers sub-contractors, consortium members, consultants and advisers) during the period of this procurement exercise must be undertaken using the messaging portal on the e-Tendering System.

Enquiries and Communication relating to this ITT

- 4.2. Any request for clarification about the requirement or procurement exercise should be submitted at the earliest opportunity via the secure messaging portal in the Authority's e-Tendering System and in any event no later than the deadline for clarification questions. No further questions will be accepted after the clarification question deadline. Please see paragraph 2 for the timetable.
- 4.3. If the Authority considers any request for clarification to be of significance to other Tenderers, the Authority will circulate on a regular basis the clarification together with the Authority's response (but not the source of the clarification) to all Tenderers that have expressed an interest in this ITT.
- 4.4. Where a Tenderer believes that a request for clarification is commercially sensitive e.g. where disclosure of such clarification and the response would or would be likely to prejudice its commercial interests, the Tenderer should clearly indicate that the clarification is commercially sensitive. However, if the Authority at its sole discretion does not consider that the clarification is (a) commercially confidential in nature or (b) that all Tenderers would potentially benefit from seeing together with the Authority's response, the Authority will:
- a) invite the Tenderer submitting the clarification either to declassify the clarification and allow the clarification along with the Authority's response to be circulated to all Tenderers; or
 - b) request the Tenderer, if the Tenderer still considers the query to be commercially sensitive, to withdraw the query.
- 4.5. The Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that clarification would or would be likely to prejudice the Authority's commercial interests. In such circumstances, the Authority will inform the relevant Tenderer.
- 4.6. The Authority will not consider any request for clarification made or submitted by any other means except via the secure messaging portal in the Authority's e-Tendering System. Unless otherwise stated, enquiries by email, fax, telephone or verbal enquiries will NOT be accepted nor responded too.
- 4.7. The Authority will endeavour to respond to all clarifications as quickly as possible but cannot guarantee a minimum response time.

Alterations to the ITT

- 4.8. The format and/or wording of the ITT must not be changed by Tenderers.
- 4.9. Tenderers may modify their Tender Response prior to the deadline for receipt of Tender Responses via the Authority's e-Tendering System. No Tender Response may be modified after the deadline for receipt of Tender Responses.
- 4.10. Tenderers may withdraw their Tender Response at any time prior to the deadline for receipt of Tender Responses or any other time prior to accepting the offer of a contract by submitting a notice via the Authority's e-Tendering System.

Receipt of Tender Response

- 4.11. Tender Responses must be uploaded on the Authority's e-tendering system up to the time and date set out in the proposed timetable in paragraph 2 above. Tender Responses received before that deadline will remain unopened until that deadline or such time thereafter when all Tender Responses will be opened. The Authority will not consider Tender Responses received after the deadline.

Acceptance of Tender Responses

- 4.12. By issuing this ITT, communicating with a Tenderer or a Tenderer's representative or agents or any other communication in respect of this procurement exercise, the Authority shall not be bound to accept any Tender Response. The Authority reserves the right not to award a Contract for some or all of the goods and/or services for which Tender Responses are invited.

Conditions of Tendering

- 4.13. In submitting a Tender Response, a Tenderer undertakes that in the event of their Tender Response being accepted by the Authority and the Authority confirming in writing such acceptance to the Tenderer, the Tenderer will, upon being called to do so by the Authority execute the Contract in the form set out in Appendix D of this ITT or in such amended form as may subsequently be agreed.
- 4.14. The Authority shall not be obliged to consider any proposed changes to the Conditions of Contract. Any proposed amendments to the Conditions of Contract will be considered strictly on their merits. However, amendments by Tenderers and/or the Authority to clarify its terms are permitted.

Costs of Tendering

- 4.15. Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of their Tender Response and the Authority will in no case be responsible or liable for those costs, regardless of the outcome in relation to individual Tender Responses.
- 4.16. The Authority reserves the right to cancel the procurement exercise at any point. The Authority will accept no liability for any losses caused by any cancellation of this procurement exercise nor any decision not to award a Contract as a result of the procurement exercise.

Mandatory Requirements

4.17. The ITT includes mandatory requirements. The classification of a requirement as mandatory gives an indication of the significance attached to that requirement relative to any other requirement. It is important that Tenderers read these carefully and demonstrate compliance with these requirements. **Failure to comply with any applicable mandatory requirements will result in exclusion from the procurement exercise.**

Documentation

4.18. Tenderers are expected to examine all instructions, questions, forms, terms and specification in the ITT and check they are complete in all respects.

4.19. Tenderers should notify the Authority promptly of any perceived ambiguity, inconsistency, or omission in this ITT, any of its associated documents and/or any other documentation issued to them during the procurement exercise.

4.20. Tender Responses must contain sufficient information to enable the Authority to evaluate accurately any proposed solution. Tenderers are requested to answer all the questions raised and provide all information in the order requested.

4.21. Tenderers are responsible for ensuring that they have submitted a complete and accurate Tender Response and that prices quoted are arithmetically correct for the units stated.

4.22. Tenderers' must analyse and review information provided. Consequently, Tenderers are solely responsible for obtaining the information which they consider necessary in order to make decisions regarding the content of their Tender Response and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement exercise.

Qualifications

4.23. The Authority reserves the right to discuss, for the purpose of clarification, any aspect of a Tender Response with the relevant Tenderer prior to the award of the Contract.

4.24. At any time prior to the deadline for receipt of Tender Responses, the Authority may amend the ITT. Any such amendment will be notified in writing to all prospective Tenderers. In order to give prospective Tenderers reasonable time in which to take the amendment into account in preparing their Tender Responses, the Authority may, at its discretion, extend the deadline for receipt of Tender Responses.

Variants to Tenders

4.25. The Authority will not consider a variant Tender Response and Tenderers must submit a Tender Response in accordance with the Specification of Requirements (Section 3) and Online Technical & Commercial Questionnaire Evaluation Criteria (Section 4).

No agreement

4.26. Tenderers are further advised that nothing herein or in any other communication made between the Authority and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between the Authority and any other party (save for a formal award of contract made in writing) nor shall they be taken as constituting a contract, agreement or representation that a contract shall be offered in accordance herewith or not at all.

Confidentiality

- 4.27. The contents of this ITT and of any other documentation sent to any Tenderer in respect of this procurement exercise are provided on the basis that they remain the property of the Authority and/or any relevant body. Tenderers shall treat the contents of the ITT and any related documents (together called the 'Information') as confidential (save in so far as they are already in the public domain) and shall take all necessary precautions to ensure that all information is treated as such and not disclosed (save as described above) or used other than for the purpose of this procurement exercise by the Tenderer.
- 4.28. Potential Providers may disclose any Information to its advisers or sub-contractors provided that either:
- a) This is done for the sole purpose of enabling a ITT Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Potential Provider; or
 - b) The Potential Provider obtains the prior written consent of the Authority in relation to such disclosure, or
 - c) The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement exercise; or
 - d) The Potential Provider is legally required to make such disclosure.
- 4.29. If any Tenderer is unable or unwilling to comply with the requirement set out in paragraph 4.29 above, the Tenderer is required to log onto the Authority's e-Tendering System and reject the ITT and all associated documents immediately and not to retain any electronic or paper copies.
- 4.30. No Tenderer will undertake any publicity activities with any part of the media in relation to this ITT without the prior written agreement of the Authority, including agreement on the format and content of any publicity.

Freedom of Information

- 4.31. In accordance with the obligations and duties placed upon public authorities by the FOIA, the Authority may, acting in accordance with the Secretary of State's Code of Practice under the FOIA or the EIR, be required to disclose information submitted to the Authority by the Tenderer.
- 4.32. In respect of any information submitted by a Tenderer that it considers to be commercially sensitive the Tenderer should indicate the following at Appendix D of this ITT:
- a) clearly identify such information as commercially sensitive;
 - b) explain the potential implications of disclosure of such information; and
 - c) provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive.
- 4.33. Where a Tenderer identifies information as commercially sensitive, the Authority will endeavour to maintain confidentiality of that information. Tenderers should note, however, that even where information is identified as commercially sensitive, the Authority may be

required to disclose such information in accordance with the FOIA or the EIR. 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.

4.34. The Authority will not be held liable for any loss or prejudice caused by the disclosure of information that:

- a) has not been clearly marked commercially sensitive; or
- b) does not fall into a category of information that is exempt from disclosure under the FOIA or EIR; and;
- c) in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous paragraphs, in circumstances where it is in the public interest to disclose any such information.

4.35. Where a Tenderer receives a request for information relating to this procurement exercise under the FOIA or the EIR during the procurement exercise, this should be immediately passed on to the Authority and the Tenderer should not attempt to answer the request without first consulting with the Authority.

Access to Information

5.37 The information submitted by tenderers will be stored electronically and used to process their bid for a research contract with the Authority. It may be sent to any Department within the Authority, or to individual researchers or organisations outside the Authority for the purposes of assessing or reviewing your tender. Individuals or organisation outside the Authority are bound by confidentiality agreements. The Authority may also disclose the information to any outside organisation acting as an Agent authorised by the Authority to process research tenders on its behalf.

5.38 Successful proposals may be sent to any part of the Authority, or to individual researchers or organisations outside the Authority for the purposes of reviewing the project (again, bound by confidentiality agreements) and the information (excluding any CVs) may be placed on the Authority’s website to inform the public about the Authority’s research.

Disclaimers

5.39. Whilst the information in this ITT and any Due Diligence Information and supporting documents, have been prepared in good faith, this ITT does not purport to be comprehensive, nor has it been independently verified.

5.40. Neither the Authority nor its respective advisors, directors, officers, members, partners, employees, other staff or agents:

- a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT; or
- b) accepts any responsibility for the information contained in the ITT or for the fairness, accuracy or completeness of that information nor shall any of them 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.

5.41. Any person considering making a decision to enter into contractual relationships with the Authority following receipt of the ITT should make their own investigations and own

independent assessment of the Authority, and its requirements for the goods and/or services and should seek their own professional financial and legal advice. For the avoidance of doubt, the request for clarification or further information in relation to the ITT or any other associated documents is only authorised to be provided following a query made in accordance with paragraph 4.2.

Canvassing

5.42. Any Tenderer who 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 who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent concerning any other Tenderer, Tender Response or proposed Tender Response will be disqualified from this procurement exercise.

Additional Information

5.43. The Tenderer shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender.

5.44. The Authority reserves the right to amend, add to or withdraw all or any part of this ITT at any time during the procurement exercise.

5.45. The Tenderer shall not make contact with any other employee, agent or consultant of the Authority who is in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed otherwise by the Authority.

5.46. All material issued in connection with this ITT shall remain the property of the Authority and/or as applicable any other relevant body and shall be used only for the purpose of this procurement exercise. All background and supporting documentation and Due Diligence Information provided by the Authority for the purpose of better informing Tenderers' responses to this ITT shall be securely destroyed by the Tenderer (at the Authority's option) at the conclusion of the procurement exercise.

5.47. The ITT is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender Response or enter into any other contractual agreement.

5.48. The Authority will disqualify a Tenderer where the Tenderer fails to comply fully with the requirements of this ITT or is guilty of a serious misrepresentation in supplying any information required in this document.

5.49. The Authority reserves the right to:

- a) reject a Tender Response where there is a change of identity, control, financial standing or other factor impacting on the evaluation process affecting the Tenderer; and/or
- b) require a Tenderer to clarify its Tender Response in writing and/or provide additional information; and failure to respond adequately will result in the Tender Response being rejected; and/or
- c) Revisit information contained in Tender Responses at any time to take account of subsequent changes to Tenderers' circumstances. At any point during the procurement exercise, the Authority may require Tenderers to certify there has been no material change to information submitted in Tender Response. If Tenderers are unable to certify that there has not been a material change, the Authority reserves the right to eliminate the Tenderer from the procurement exercise.

5.50. Tenderers are deemed to fully understand the processes that the Authority is required to follow under relevant European and UK legislation, particularly in relation to the Regulations. Compliance with all relevant legislation is required during the procurement exercise and the term of any resultant Contract.

Consortia and Sub Contracting

5.51. Where a consortium or sub-contracting approach is proposed, Tenderers are required to complete the relevant questions in Section A (Organisation) in the Online Technical Questionnaire on the e-Tendering System.

5.52. Relevant information should be provided in your Tender Response in respect of the consortium member or members who will play a significant role in the delivery of the requirement. Tender Responses must enable the Authority to assess the overall consortia or core supply base.

5.53. Where the members of the consortium change at any time during the procurement exercise, the Tenderer should inform the Authority immediately in writing. In such circumstances, the Authority reserves the right to take such action, including excluding the consortium from participation in the procurement exercise, where the change in membership is material in the sense that had it been made earlier it would have affected the Authority's evaluation of the Tender Response.

5.54. The consortium may be required to form a legal entity which will enter into the resulting Contract.

Submission of Tenders

5.55. Tender Responses must comprise all of the following documents completed in full:

- a) Form of Tender (Appendix A of this ITT);
- b) Non-Collusive Tendering Certificate (Appendix B of this ITT);
- c) Online Technical Questionnaire; and
- d) Online Commercial Questionnaire.

5.56. The Form of Tender and Non-Collusive Tendering Certificate should be submitted via the e-Tendering System no later than the deadline for receipt of Tender Response. Please see paragraph 2 for the timetable.

5.57. The Online Technical & Commercial Questionnaire should be submitted via the e-Tendering System no later than the deadline for receipt of Tender Response. Please see paragraph 2 for the timetable.

5.58. The Form of Tender and Non-Collusive Tendering Certificate must arrive no later than the deadline for receipt of Tender Response. These documents, if submitted after the deadline for receipt of Tender Response or by fax or e-mail will not be accepted and the Tender Response shall be deemed non-compliant.

5.59. Tenderers must answer the questions in the Online Technical Questionnaire without reference to general marketing or promotional information/material. Publicity brochures will not be accepted as answers to questions. Tenderers should not make reference to answers used in previous questions but should repeat the information if necessary.

5.60. Tenderers must be explicit and comprehensive in their Tender Response as this will be the single source of information on which Tender Responses will be scored and ranked. Tenderers are advised neither to make any assumptions about any past or current supplier

relationships with the Authority nor to assume that such prior business relationships will be taken into account in the evaluation process.

- 5.61. Where a length of response is stipulated, only the information within the set limit will be evaluated. Additional information will not be evaluated and therefore should not be supplied. The Authority will only take account of information which is specifically asked for in the ITT.
- 5.62. Failure to provide the information required or particulars for the relevant question(s) or supply documentation referred to in the Tender Response within the deadline for submission of Tender Response will result in elimination from the procurement exercise.
- 5.63. The Tender Response and any documents accompanying it must be in the English language and must be submitted in numerical order to match the Online Technical Questionnaire.
- 5.64. Tender Responses will be checked for completeness and compliance with the Conditions of Tender and only compliant Tender Responses will be evaluated. Non-compliant Tender Responses will be eliminated from the procurement exercise.

Pricing

- 5.65. Prices and any financial data provided must be submitted in £ Sterling, exclusive of VAT. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided.
- 5.66. Tenderers must complete the Online Commercial Questionnaire via the Authority's e-Tendering System.
- 5.67. The Contract is to be awarded as a fixed price which will be paid according to the deliverables as stated in the Specification of Requirements (Section 3).
- 5.68. The Online Commercial Questionnaire is the minimum level of pricing information required for the Tender Response. The Authority reserves the right to request detailed breakdown of any Tender Response.

Contract Award Criteria

- 5.73. The Contract Award will be based on the Most Economically Advantageous Tender (MEAT).
- 5.74. Although value for money is a crucial factor in determining the outcome of the tender process, evaluating the most economically advantageous bid will take into consideration the evaluation criteria provided for each question.
- 5.75. To ensure the relative importance of the categories of services is correctly reflected in the overall scores, a weighting system has been applied to each part. The tender will be evaluated technically and commercially. The technical element equates to 80 % of the overall marks, with commercial making up the remaining 20 %.

Technical Evaluation	80 %
Commercial Evaluation	20 %

- 5.76. Section B Grounds for Disqualification of the online Supplier Questionnaire contains mandatory information requirements. Suppliers who fail to comply with any mandatory requirement will be eliminated from the procurement.
- 5.77. Each question will receive a score of 0, 1, 2, or 3 (0 being the lowest and 3 being the highest).

Notification of Award

5.69. The Authority will notify successful and unsuccessful Tenderers in accordance with the Regulations. A ten day standstill period will take effect in accordance with the Regulations before the Authority enters into the Contract.

Debriefing

5.70. Following a decision to award the Contract, the Authority will provide reasons for its decision in an award notification letter to Tenderers and/or candidates in accordance with the Regulations.

Contract Management

5.71. The Authority intends to discuss and agree a contract management manual with the successful Tenderer detailing how the Contract is to be managed effectively by the parties.

6. Contract Period

6.39. The contract period will be from 19 July to 4 September 2013 with the option to extend for 1 month.

7. Procurement transparency

7.39. Tenderers should note that the Government has set out the need for greater transparency in public sector procurement.

7.40. Tenderers and those organisations submitting a Tender Response should be aware that if they are awarded a Contract, the tender documents and any resulting Contract between the Tenderer and the Authority will be published on the <https://online.businesslink.gov.uk/bdotg/action/BGAuthenticate?site=1000> website. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

8. Tender Evaluation

8.39. The Authority will use the evaluation criteria below to determine which Tender Response is the most economically advantageous and will award the Contract to that Tenderer. Tender Responses will be evaluated on both technical merit and price.

8.40. To ensure the relative importance of both criteria are correctly reflected in the overall score, a weighting system has been applied to the evaluation process. Technical merit score will be weighted and will form 80% of the final score and commercial will form 20% of the final score.

8.41. **The evaluation criteria for all stages below are set out in full in Section 4 (Online Technical & Commercial Questionnaire Evaluation Criteria) of this ITT.**

8.42. The evaluation process will comprise the successive stages as follows:

Stage of evaluation process	Section Reference	Evaluation Criteria	Question Weighting (%)
Stage 1	Form of Tender and Non-Collusive Tendering Certificate	Both certificates must be completed, signed and dated for a 'pass'.	Pass/Fail

		A 'fail' will result in elimination from this procurement exercise	
Stage 2	Section A - Organisation (Online Technical Questionnaire)	All information requested must be provided. Failure to provide all information will result in a 'fail' and elimination from the procurement exercise.	Pass/Fail.
Stage 3	Section B - Grounds for Disqualification (Online Technical Questionnaire)	Both sections must be completed. Failure on mandatory grounds will result in elimination from this procurement exercise. Failure on discretionary grounds may result in elimination from this procurement exercise.	Pass/Fail.
Stage 4	Section C - Conflicts of Interest (Online Technical Questionnaire)	The identification of an actual/potential conflict of interest will be assessed whether it will result in elimination from this procurement process.	Pass/Fail
Stage 5	Section D - Financial & Economic Standing (Online Technical Questionnaire)	Financial information is assessed to determine the economic and financial standing of the organisation. A 'fail' will result in elimination from this procurement exercise.	Pass/Fail
Stage 6	Section E - Technical & Professional Ability - Mandatory Requirements (Online Technical Questionnaire)	All information requested must be provided. A "fail" will result in elimination from this procurement exercise	E01 Brief Project Description Pass/Fail E02 Quality Assurance Pass/Fail
Stage 7	Section E - Technical & Professional Ability – Project Specific Requirements) (Online Technical Questionnaire)	This section will be evaluated in accordance with criteria at Section 4.	Score comprises 80% of the final score E03 Capacity to project manage this research Weighting= 15% E04 Strength and

			<p>experience of the team = 15%</p> <p>E05 Level of understanding of the problem to be solved = 15%</p> <p>E06 Quality of the proposed methodology = 15%</p> <p>E07 Timetable and programme of work = 20%</p> <p>Score comprises 80% of the final score</p>
Stage 8	Online Commercial Questionnaire	Prices will be evaluated in accordance with criteria at Section 4.	Score comprises 20% of the final score
Stage 9	Final score	<p>Tenderers who pass (stages 1-6) will be taken through to stages 7 to 8 for evaluation.</p> <p>The final score is calculated as follows: 80% is made up of the total of Stage 7 20% is made up from Stage 8</p> <p>The most economically advantageous tender will be the Tender Response with the highest final score.</p>	

8.43. The evaluation panel will comprise members of the Authority’s Climate Change Team, Embedded Evidence Team and the Procurement and Commercial Function (PCF).

8.44. The evaluation panel will agree either a pass/fail or a score of 0, 1, 2 or 3 (where 3 is the highest score) for questions for which these scores are available. The Tender evaluation panel will undertake independent evaluation of Tender Responses. Thereafter, a moderation meeting will be held at which time the evaluation panel will reach a consensus score for questions for which scores are available. Detailed scoring criteria relating to each score is provided with each question in Section 4 (Online Technical & Commercial Questionnaire Evaluation Criteria) of this ITT.

Online Technical Questionnaire Evaluation

8.45. Each scoring question is given a weighting to indicate the relative importance of that issue in the overall evaluation. Weightings are provided with the evaluation criteria in Section 4 of this ITT for each question in the Online Technical Questionnaire.

Essential Information

8.46. Tenderers' attention is drawn to Online Technical Questionnaire section 4 (Voluntary Information). The Authority encourages Tenderers to complete this section and submit with the Tender Response. The information provided will not be shown to the evaluation panel. This section **will not be scored and will form no part of the Tender Response evaluation**. The information collected may be used by the Authority to form the baseline for statistical reports for monitoring purposes to inform central Government department policy.

Surveys

8.47 The Authority is required to follow set procedures when planning new surveys. Any structured direct approach made or sponsored by the Authority, its agencies or arms length bodies and designed to obtain aggregated data is classed as a statistical survey, which may be qualitative or quantitative. Customer satisfaction surveys and some types of consultation exercise are included, as are methods of approach, such as personal interviews or group discussions based on a list of topics to be covered.

8.48 Surveys are only acceptable if they form an essential part of the project. Please note that if you are proposing to undertake a survey which was not specified in Section 3 of this ITT (Specification of Requirements) this may introduce some delay in the commissioning of the work. If your tender is successful, the panel responsible for assessing your project will seek the necessary approvals from the Authority's Survey Control Liaison Unit. In addition, the Devolved Administrations (DAs) conduct their own survey control procedures. Approval must be obtained from the relevant DA before respondents in their respective countries can be approached. Tenderers should note that a contract cannot be placed for a project containing a survey until approval of the survey(s) has been obtained.

Exceptions are:

- Surveys to fewer than 25 respondents
- Surveys addressed to respondents in central Government or its Agencies (e.g. staff surveys)
- Surveys where the respondents select themselves without a direct approach from yourselves, (e.g. surveys carried out via a website).
- Readership surveys where a questionnaire is sent out together with the material concerned.
- Consultation exercises where there is an invitation to comment generally rather than a structured list of questions
- Surveys addressed to the general public (as opposed to ones which contact people in their business capacity).

Intellectual Property (IP) Rights

8.49 The default position is for the Authority to own the IP developed as part of the contract. This policy reflects the cross-government model position recommended by the Cabinet Office Efficiency and Reform Group. The Authority's IP ownership is to ensure that the Authority has no restriction on how it uses the results of the project or how it procures related evidence in the future. Once the project is complete and there is better understanding of the IP, there may be a decision to assign the ownership of the IP to the supplier or to provide a licence for them to use it, but you should not assume that will be the case.

SECTION 2

INSTRUCTIONS FOR SUBMISSION

SECTION 2: INSTRUCTIONS FOR SUBMISSION VIA THE E-TENDERING SYSTEM

Step 1: Download the files and set up additional users

- 1.1 Before Tenderers consider responding to this ITT, please ensure that all the relevant files relating to this ITT are downloaded and read. All files are important and contain information which may have a considerable bearing on the success of the Tender Response.
- 1.2 Any information from the Authority relating to this ITT will be sent by email to the main contact who expressed an interest in the ITT on behalf of the Tenderer. If information is to be sent to additional users, please access the User Rights area on the left hand side of the main screen to enable additional users to receive messages.
- 1.3 To allow additional people to have access to the ITT, please refer to the user management link on the main page to add additional users.

To download files

- 1.4 Click on the bold ITT title. This will open up an overview of the ITT detailing the deadline for receipt of Tender Response and description of the ITT.
- 1.5 Click on the "Attachments" tab on the left hand side of the screen. The number in brackets (...) refers to the number of documents relating to the ITT.
- 1.6 To download an attachment, click on the bold and underlined filename. There is an option to "Open, Save or Cancel". For documents which have to be completed and returned to the Authority, please select "Save" and choose a suitable location to store the file.
- 1.7 This action can be repeated above for each document to download and save. To download and save more than one document it may be easier to use the mass download instructions as seen below.
- 1.8 If there are more than 10 documents to download, flick through the pages on the screen by clicking onto the next page icon (>>).

Mass download

- 1.9 Click on the mass download option in the attachments tab on the left hand side of the screen.
- 1.10 Click on the files selected to download and press confirm. Choose a suitable location to save the files on your PC, USB, floppy disk or DVD.
- 1.11 To carry out the mass download, the Java Virtual Machine (JVM) software must be installed on the Tenderers PC. This can be installed by obtaining a free download from the Internet.
- 1.12 To submit a Tender Response, please use the e-Tendering System to upload Tender Response files.
- 1.13 Tenderers must confirm via the secure messaging feature within the Authority's e-Tendering System that they have downloaded, read and understood all attachments that form part of the ITT. This is available under the "Qualifications" tab on the left hand side of the screen.

Draft response on the screen

- 1.14 Tenderers can also respond to the ITT by simply answering questions directly on the screen. Tenderers must not forget to save their answers.

Step 2: Decide if You Should Respond

- 1.15 Tenderers should read all the information contained within the ITT carefully. This will help Tenderers decide if they wish to submit a Tender Response. Tenderers are advised to acquaint themselves fully with the instructions and nature of the services in Specification of Requirements (Section 3).
- 1.16 If Tenderers do not wish to submit a Tender Response, simply log onto the Authority's e-Tendering System and reject the ITT.

Step 3: Read the ITT Carefully

- 1.17 Tenderers should read the ITT carefully before submitting a Tender Response. Failure to comply with the instructions will result in rejection from the procurement exercise.

Step 4: Prepare your Tender Response

Format of electronic supplementary documents

- 1.18 Supplementary documents (**if specifically requested**) should be submitted in the form of electronic files.
- 1.19 If Tenderers have any doubts about the format or software they intend to use for their documents, they should contact the Authority using the secure messaging facility on the e-Tendering System.
- 1.20 It is strongly recommended that Tenderers upload documents in MS Office™ Word for non financial responses and MS Office™ Excel for financial data if required although other document formats are supported. Tenderers should note that files uploaded by the Tenderer will be maintained in an un-altered state on the system.

Portable Document Format (PDF)

- 1.21 Adobe's PDF format has historically been used by Tenderers because it gives full control of formatting and has the advantage of being 'lockable'. The e-Tendering System prevents the Authority from changing files submitted by Tenderers. This should allay Tenderer's fears about document security.

Other file formats

- 1.22 Tenderers are advised to check with the e-Tendering System helpline before submitting a Tender Response in uncommon formats.

File naming

- 1.23 All files submitted by Tenderers will be displayed in alphabetical order, with no folder structure. The file name required will be notified in each question of the Online Technical Questionnaire. Tenderers must name each file based on the question reference for example:

E01 Your Company Name

- 1.24 File extensions should be maintained as per the relevant applications default i.e. Microsoft Word documents should have a file extension of .doc.

Important notes

- 1.25 Tenderers should regard 2Mb as the practical working limit for any individual file. Files less than 1Mb will be displayed reasonably quickly – bigger file sizes will create a delay.
- 1.26 File names should be restricted to 100 characters as a maximum. A file name of less than 60 characters will be visible for its entire length when displayed on most computer monitors.

Step 5: Ensure your Tender Response is Complete

- 1.27 Tenderers should ensure all questions have been answered and all supplementary document(s) **(if specifically requested)** have been uploaded prior to submitting their Tender Response. Failure to complete questions or provide evidence will result in elimination from the procurement exercise.

Step 6: Upload Your Tender Response

- 1.28 Tender Responses, including any supplementary documents **(if specifically requested)** should be submitted via the Authority's e-Tendering System by the deadline for receipt of Tender Response. Tender Responses submitted after the deadline will not be considered.
- 1.29 Unless otherwise stated, the Authority will not consider Tender Responses uploaded or submitted by any other means other than via the Authority's e-Tendering System.
- 1.30 After uploading a Tender Response (including any saved uploads), Tenderers **must publish their Tender Response.**
- 1.31 After Tenderers have published their Tender Response, Tenderers will receive a confirmation email. If Tenderers do not receive a confirmation email within an hour of publishing their Tender Response, it is possible that the Tender Response has not been published. Tenderers are strongly advised to contact the Authority's e-Tendering System helpdesk immediately.
- 1.32 The Authority's e-Tendering System will always send a confirmation email when Tenderers have successfully **published their Tender Response.**

Amendments to Tender Response

- 1.33 Tenderers can modify a published Tender Response prior to the deadline for receipt of Tender Response. Tenderers will not be able to amend and/or upload documents after the deadline. Tenderers can amend their Tender Response by selecting the "Edit Response" button. The Authority's e-Tendering System will automatically direct Tenderers to re-publish their Tender Response.
- 1.34 Tenderers may withdraw a published Tender Response prior to the deadline for receipt of Tender Responses. Tenderers should click on their Tender Response on the e-Tendering System and select the "Delete Response" button.

- 1.35 Tenderers will be notified if the Authority publishes any information relating to the procurement exercise prior to the deadline for receipt of Tender Response. If Tenderers have already published their Tender Response, the Authority's e-Tendering System **will automatically** unpublish their Tender Response. Tenderers must review and amend their Tender Response, if appropriate, and re-publish their Tender Response.
- 1.36 Tenderers will be notified if the Authority responds to a request for clarification from a Tenderer (prior to the deadline for receipt of Tender Response) after Tenderers publish their Tender Response. If this happens, the Authority's e-Tendering System **will not automatically** unpublish the Tender Response. It is Tenderers responsibility to ensure that the clarification and any response from the Authority do not have an impact on the Tender Response. If Tenderers need to, they should modify their Tender Response, in accordance with the instructions in paragraph 1.33 above.

Contact point

- 1.37 The Authority reserves the right to seek clarification of Tender Responses. Tenderers must provide up to two nominated points of contact in their organisation for this purpose. The Authority is not responsible for contacting the Tenderer through any route other than via the nominated contacts. Tenderers must notify the Authority promptly of any change to the point of contact.

Further Assistance

- 1.38 For further assistance in using the Authority's e-Tendering System email: help@bravosolution.co.uk or alternatively call the helpline on 0800 368 4850. Please note that enquiries relating to this ITT should be routed through the messaging portal on the Authority's e-Tendering System.

SECTION 3

SPECIFICATION OF REQUIREMENT (SoR)

SECTION 3: SPECIFICATION OF REQUIREMENTS

Section three of this ITT sets out the requirement for which the Authority invites Tenderers to submit Tender Response.

Research aims and objectives

1. The study aims to determine whether different types of energy infrastructure have a significant impact on the prices of houses nearby and, if so, compare how that impact differs between the different types of infrastructure. The theoretical and empirical implications for social welfare should be explored for any identified changes. Any impacts should then be applied to the national level to determine the total effect of the changed house prices for both the current level and type of energy infrastructure and the projected structure in 2020.

Context

2. In the context of potentially substantial changes to UK energy infrastructure over the coming years, Defra is examining how this might affect other Government priorities such as rural economic growth and environmental protection. There appears to be evidence from existing literature that some forms of energy infrastructure may be depressing the price of houses located nearby. This study is aimed at examining that further to see if that conclusion is justified.

Requirement

3. The study should compare the impact of each of the following energy infrastructure types on nearby house prices with the counterfactual of no such infrastructure being present:
 - Coal power stations
 - Coal mines
 - Nuclear power stations
 - Dedicated biomass power stations
 - Conventional gas power stations
 - Shale gas mining infrastructure
 - Onshore wind farms
 - Offshore wind farms
 - Large anaerobic digestion plants
 - Small (farm scale) anaerobic digestion plants
 - Overhead electricity transmission lines
4. These impacts should then be applied to the UK as a whole, based on the number of properties in range of existing energy infrastructure and assumptions about the potential number of properties affected by projected energy infrastructure in 2020.

Methodology

5. The analysis should be robust to selection and sample size problems and should be specific to the nature and distribution of energy infrastructure in the UK. Contractors are encouraged to submit their own methodology, but we would expect to see an approach along these lines (or equivalent):
 - a) Gather the actual sale price of different types of residential properties located at varying distances from each form of energy infrastructure.

- b) Compare that with the actual sale price of similar properties located well away from such infrastructure and/or in the same location prior to construction of the infrastructure (adjusted for local house price inflation). In order to be comparable, those characteristics of the property which most affect its price would need to be similar (ie detached/semi/terrace/flat, number of bedrooms, located in the same region and with similar amenities).
 - c) Publicly or commercially available data sets of house sales and characteristics would need to be interrogated such as are available from the Land Registry, Office for National Statistics, Council of Mortgage Lenders, Halifax, Nationwide or Zoopla.
 - d) Sufficient property sales would need to be compared to ensure the analysis is statistically significant.
 - e) The location in the UK of all existing energy infrastructure of the types being assessed would need to be identified.
 - f) To arrive at an aggregate house price impact for the UK as a whole, any identified differences in house sale prices would need to be multiplied by the total number of properties within the affected distance of each of the energy infrastructure locations, using GIS data. The resulting price impact should be presented as both an aggregate figure and a levelised cost per kWh of energy, so that relative house price impacts can be compared between technology types.
 - g) An estimate should be made of how the aggregate cost would change based on the projected level of deployment of each infrastructure type by 2020.
6. The analysis will need to cover the whole of the UK.

Outputs and Timetable

7. The outputs should be written up into a report, the first full draft of which needs to be available by 4 September 2013.
8. The report should be written in such a way as to be a fully accessible to non-specialists. Defra will wish to review the report at key stages to ensure this.
9. Evidence should be provided as it becomes available during the course of the project and not just at the end.
10. Defra reserves the right to determine if and how results should be published, with the expectation that the analysis will be placed in the public domain.
11. Timetable of Project Milestones

Milestone	Deadline
Contract commences	On Friday 26 th July 2013
Mid-way progress update meeting	By Friday 16 th August 2013
Delivery of complete final report	By Wednesday 4 th September 2013

Management

12. The project will be managed by Defra and the successful Contractor.
13. Defra will also engage an independent expert, to be appointed separately, to provide advice on the scope and comment on the work. A seminar of experts will be held within the first

month of the contract to discuss the scope and externalities to be addressed. The consultants should be prepared to adapt the scope based on the outcome of that seminar. These experts may also be engaged later in the project to provide quality assurance and peer review. Any contact between the contractor and independent experts should come through Defra and not be made directly.

14. There will be at least three face to face meetings in Defra buildings with the project officer and other Defra officials. The project officer will keep in regular contact with the day-to-day contact via e-mail and telephone to discuss progress and the contractor will be expected to contact the project officer if there is any actual or potential slippage to the delivery schedule.

SECTION 4

ONLINE TECHNICAL QUESTIONNAIRE EVALUATION CRITERIA

SECTION 4: ONLINE TECHNICAL QUESTIONNAIRE EVALUATION CRITERIA

PLEASE REFER TO THE ONLINE TECHNICAL QUESTIONNAIRE FOR FULL DETAILS.

Section A – ORGANISATION

The information in Section A is not scored but must be completed in full.

Section B – GROUNDS FOR DISQUALIFICATION

Mandatory Grounds for Disqualification

Pass/Fail scoring criteria as follows:

Pass – Tenderer answers 'No' to all of the questions in this section.

Fail – Tenderer answers 'Yes' to any of the questions in this section.

Discretionary Grounds for Disqualification

Pass/Fail scoring criteria as follows:

Pass – Tenderer answers 'No' to all of the questions in this section or the Tenderer has answered 'Yes' to a question but has demonstrated that it has taken appropriate corrective steps to comply in the case of any infringement.

Fail – Tenderer answers 'Yes' to any of the questions in this section and cannot demonstrate that it has taken appropriate corrective steps to comply in the case of any infringement.

Section C – CONFLICT OF INTEREST

Pass/Fail scoring criteria as follows:

The Authority's opening panel will meet with the Authority's legal department and representatives from the technical evaluation panel to discuss any actual or potential conflict of interest issues that have been disclosed by a Tenderer. The attendees at this meeting will decide whether the Tenderer's internal management processes and controls are satisfactory to safeguard against the actual or potential conflict of interest.

If the team agree that a Tenderer's internal management processes and controls are insufficient to safeguard against any conflict of interest issues. The team will make a recommendation to the Head of Procurement to exclude that Tenderer from the procurement exercise.

Section D – ECONOMIC AND FINANCIAL STANDING

Information provided in this section will be used by the Authority to determine whether there is any evidence indicating a significant risk to the Authority that the Tenderer will be unable to provide the services required over the period of the contract.

A Financial Evaluator will evaluate the Economic and Financial Standing section. If the assessment shows that the Tenderer is not of adequate financial strength for this procurement this will result in elimination from the procurement.

Information obtained will be used by the Authority to determine whether there is any evidence indicating a significant risk to the Authority that the Tenderer will be unable to provide the services required over the period of the contract.

The Authority reserves the right to use a variety of indicators and ratios if considered appropriate. Evidence indicating a significant risk will include that a higher proportion of these indicators and trends are consistently adverse.

Evidence is obtained from Dun & Bradstreet (D&B) Comprehensive Reports which include D&B's latest rating for organisations. A copy of the Tenderer's D&B will be obtained for evaluation by the Authority. The D&B rating has two parts: 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) and there are also classifications for negative net worth and net worth undetermined (insufficient information).

If any Tenderer is assessed as higher risk, the Authority reserves the right to seek further clarification including information relating to its ultimate parent company, if any or seek a performance bond.

Risk of business failure is rated on a scale of 1 (minimal) to 4 (significant) and there is also a classification of insufficient information. The Authority would normally regard a risk of business failure of 4 as indicating inadequate economic and financial standing for the purposes of this procurement exercise.

Other financial information provided will be used by the Authority to calculate measures of, and determine trends, in the Tenderer's operating performance, liquidity and financial structure. For evaluation purposes, the following financial indicators and ratios will be calculated:

- 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 (EBITDA);
- liquidity: net current assets, movement in cash flow from operations, working capital and quick ratios, and average collection and payment periods;
- Financial structure: gearing ratios and interest cover.

Insurance

Insurance

Employer's liability insurance is a legal requirement (except for businesses employing only the owner/ close family members) and this should be at least £5 million. Please confirm that you have this in place.

Please confirm that your organisation will, at the commencement date of the Contract, have adequate level of relevant insurance cover in respect of all risks arising out of the Contractor's performance of its obligations under the Contract, including death or personal injury, loss of or damage to property or any other loss. For this contract we require £1 million Public Liability Insurance and £1 million Professional Indemnity Insurance in addition to the Employers Liability Insurance (above). The Authority may require proof of insurance.

Pass - the Tenderer answers 'yes' to this question.

Fail - the Tenderer answers 'no' to this question.

If the Tenderer answers yes then please provide details, for example, a copy of your insurance certificate or a letter from your insurance broker.

SECTION E:

TECHNICAL AND PROFESSIONAL ABILITY

Mandatory Requirements

It is important that all questions are answered fully, as possible lack of attention to detail will lead to a need to seek clarification which may impact adversely on the start date of the project.

E01 Brief Project Description

Provide a brief project description (maximum 500 words). This should be a non-technical summary of your proposal, its potential relevance to policy and possible use of results. It should be easily understood by non-specialists. If your proposal is successful, this summary will be published on the Defra website. It should provide a general summary of the project objectives and approaches, its policy relevance and the intended use of results – in particular what benefits this project will achieve for the Authority and the taxpayer. Please remember your audience will almost certainly include non-scientists, so please avoid jargon and explain any acronyms used.

Your response must be a maximum of 500 words, font size 10. Links to other documents will not be taken as part of your response e.g. links to published documents online. Please upload a document with the filename: 'E01 Your Company Name'

Evaluation Criteria

This is a mandatory question.

Pass/Fail

Failure to provide this information may result in elimination from this procurement exercise.

Project Specific Requirements

E02 Quality Assurance

This project must comply with the following codes of practice:

- the Joint Code of Practice for Research (see: <http://archive.defra.gov.uk/evidence/science/how/documents/QACoP-V8.pdf>)
- The Magenta Book is the Government guidance on policy evaluation and analysis. This is best practice on conducting policy evaluation and all projects undertaking policy evaluation should refer to it when designing and managing policy evaluations.
Magenta book: http://www.hm-treasury.gov.uk/data_magentabook_index.htm
Supplementary Guidance: http://www.hm-treasury.gov.uk/data_magentabook_supguidance.htm
- The Quality in Qualitative Evaluation: A Framework for assessing research evidence provides a Framework for appraising the quality of qualitative evaluations.

Please confirm that you will be able to comply with the codes of practice set out above. The successful bidder will be responsible for any work supplied by sub-contractors and you should therefore provide assurance that the contribution to the project is undertaken in accordance with these Codes of Practice.

The Authority reserves the right to audit projects against these Codes. Your response will be automatically rejected if the project will not be performed under quality assurance measures that fully meet the Code's requirements.

Your response must be a maximum of 2 sides of A4, font size 10. Please upload a document with the filename: 'E02 Your Company Name'.

This is a mandatory question.

Pass/Fail

E03 Capacity to project manage this research

Please provide details of previous projects of a similar nature that your team or members of your team have managed and successfully completed (including references).

Your response must be a maximum of 2 sides of A4 font size 10. Please upload a document with the filename: 'E03 Your Company Name'.

Evaluation criteria:

- The project team has a successful history of managing and delivering economic evaluations in the environment field.
- At least 3 references to previous relevant projects, detailing the size and structure of project team, length of contract and nature of required deliverables. Also include a brief project summary of no more than 200 words.

Score of 3: All of the requested information has been provided and is clear and detailed and all evaluation criteria are met.

Score of 2: The Tenderer has addressed all of the evaluation criteria listed above but lacks detail and/or evidence in certain areas.

Score of 1: Limited information provided that meets the evaluation criteria and/or is of limited relevance and/or of limited suitability to the requirements.

Score of 0: The Tenderer has provided little or no description on the evaluation criteria and parts of the response are not relevant to the specification of requirements and/or gives cause for major concern.

Weighting toward overall score: 15%

E04 Strength and experience of the team

Please include an organogram showing the structure of the project team (including any sub-contractors if appropriate) for this project. Please also provide details of the key personnel who will be involved in delivering the project, outlining their roles and responsibilities. For each of the Key personal please provide CVs (1 page summary) detailing their relevant skills and expertise specific to delivering this study.

Your response must be a maximum of 2 sides of A4 font size 10, plus 1 sides of A4 font size 10 for each CV submitted plus an organogram. Please upload a document with the filename: 'E04 Your Company Name'.

Evaluation criteria:

- The Organogram must demonstrate that the project team is well structured to ensure that all resources are in place for all of the required roles and responsibilities (including a day-to-day contact), show clear reporting lines and an appropriate escalation procedure.
- The roles and responsibilities must demonstrate that the staff mix provides value for money whilst retaining a good balance of expertise on the more challenging tasks.
- The CV's must demonstrate a track record in managing and successfully completing research of the type proposed – at least 2 relevant examples per person. The team's skills and expertise must be relevant to this contract. The team should have a general awareness of energy issues and knowledge of the housing market, hedonic analysis and economic modelling. Each CV should include the names, addresses and e-mail addresses of two potential referees.
- Any sub-contractors or associates who may be employed to undertake any sections of the research should be separately identified, along with their respective roles and how they will be managed. The main supplier will be responsible for the delivery of any subcontractors.

Score of 3: All of the requested information has been provided and is clear and detailed and all evaluation criteria are met.

Score of 2: The Tenderer has addressed all of the evaluation criteria listed above but lacks detail and/or evidence in certain areas.

Score of 1: Limited information provided that meets the evaluation criteria and/or is of limited relevance and/or of limited suitability to the requirements.

Score of 0: The Tenderer has provided little or no description on the evaluation criteria and parts of the response are not relevant to the specification of requirements and/or gives cause for major concern.

Weighting toward overall score: 15%

E05 Level of understanding of the problem to be solved

Please demonstrate your understanding of the issues and analysis needed to deliver the outputs of this study. You must demonstrate a detailed understanding of what is required to assess the externalities associated with all types of energy generation, using hedonic pricing techniques.

Your response must be a maximum of 2 sides of A4 font size 10. Please upload a document with the filename: 'E05 Your Company Name'.

Evaluation criteria:

- Demonstrate that the project team is well versed in the issues and factors that need to be considered to deliver the outputs of this study.
- Demonstrate that the project team has a firm grasp of the kind of analysis that will need to be carried out, including hedonic studies.
- Provide evidence that they are aware of the sources of information that are available to feed into the analysis for this study.
- Identification of key stakeholders, their role and the key communications required with each.
- Identification of key stakeholders, their role and the key communications required with each.

Score of 3: All of the requested information has been provided and is clear and detailed and all evaluation criteria are met.

Score of 2: The Tenderer has addressed all of the evaluation criteria listed above but lacks detail and/or evidence in certain areas.

Score of 1: Limited information provided that meets the evaluation criteria and/or is of limited relevance and/or of limited suitability to the requirements.

Score of 0: The Tenderer has provided little or no description on the evaluation criteria and parts of the response are not relevant to the specification of requirements and/or gives cause for major concern.

Weighting toward overall score: 15%

E06 Quality of the proposed methodology

Please ensure that your application lays out explicitly the methodologies and techniques that you propose to use when analysing data to deliver the outputs required of this study.

Your response must be a maximum of 2 sides of A4 font size 10. Please upload a document with the filename: 'E06 Your Company Name'.

Evaluation criteria:

- Demonstrate a firm grasp of the most robust and state of the art methodologies to extract from available data sources the information required by this study.
- Provide a proven track record of using said methodologies successfully.
- Highlight where significant information gaps exist that hinder delivery of the study and how you propose to handle those.
- Provide details of how you intend to tackle the tasks required to deliver this study, including what analysis, models and tools you propose to use to analyse house price effects.
- Include a quality control plan, which demonstrates your internal quality control procedures.
- Indicate the broad nature of your client base, whether that presents potential conflicts of interest or risk of bias, and how you propose to handle that.

Score of 3: All of the requested information has been provided and is clear and detailed and all evaluation criteria are met.

Score of 2: The Tenderer has addressed all of the evaluation criteria listed above but lacks detail and/or evidence in certain areas.

Score of 1: Limited information provided that meets the evaluation criteria and/or is of limited relevance and/or of limited suitability to the requirements.

Score of 0: The Tenderer has provided little or no description on the evaluation criteria and parts of the response are not relevant to the specification of requirements and/or gives cause for major concern.

Weighting toward overall score: 15%

E07 Timetable and programme of work

Provide a detailed schedule of work describing exactly how and when each stage of the project will be delivered, and show consideration of relevant risks to deliver to the required quality and timescale. Please include a Gantt chart detailing timings for each stage of the programme.

Your response must be a maximum of 2 sides of A4 font size 10 plus a Gantt chart. Please upload a document with the filename: 'E07 Your Company Name'.

Evaluation criteria:

- Schedule for delivery of each phase, full development and delivery schedule with checkpoints (including a detailed Gantt chart).
- Full description and explanation as to how progress in development and transition will be monitored.
- The programme should include any potential barriers to progression or rate determining stages. Actions where Defra is expected to contribute (e.g. clearing a draft of the findings, quality assurance etc) should also be identifiable in the programme of work.
- Identification of key milestones, tasks, and critical paths; key performance indicators (KPI's), risks and mitigation;
- An estimate of the effort required and priority afforded for key tasks within each phase;
- Identification of key internal and external stakeholders, their role and the key communications required with each. Include recognition of governance, Authority responsibilities, escalation, reporting.
- Detail the main risks and obstacles to the successful completion of this project and outline the steps that will be taken to address them.

Score of 3: All of the requested information has been provided and is clear and detailed and all evaluation criteria are met.

Score of 2: The Tenderer has addressed all of the evaluation criteria listed above but lacks detail and/or evidence in certain areas.

Score of 1: Limited information provided that meets the evaluation criteria and/or is of limited relevance and/or of limited suitability to the requirements.

Score of 0: The Tenderer has provided little or no description on the evaluation criteria and parts of the response are not relevant to the specification of requirements and/or gives cause for major concern.

Weighting toward overall score: 20%

ONLINE COMMERCIAL QUESTIONNAIRE

1. Tenderers must insert their pricing proposal in the Online Commercial Questionnaire on the Authority's e-Tendering System.
2. Tenderers must provide a financial proposal, including rates and hours for each participating team member and costing analysed by work streams.
3. The following notes are to help you provide all the details necessary for the project costs.

Pay costs

You should include the costs of personnel working directly on the project.

Inflation

All tenders should include a percentage to cover inflation built into the price, but please bear in mind that overall cost is a factor in the selection process.

Travel expenses

Must be included as part of your bid and will not be paid separately or in addition to the Total Cost.

VAT

These notes apply only to Research and Development. Please follow these notes carefully because, in certain circumstances, VAT can be reclaimed from HM Revenue and Customs, thereby lowering the cost of the research.

- 1) The Authority is an eligible body under the VAT (Education Regulations 1994). If your organisation is also an eligible body, you should not charge VAT on the total price of the research services you provide to the Authority. You may, however, include in your price, any VAT in respect of services/items purchased in order to carry out the research, provided you are ineligible to reclaim this VAT from HM Revenue and Customs. This also applies if you are not a registered trader.
- 2) If your organisation is not an eligible body, and is registered for VAT, you must charge VAT at the standard rate on the total price of the research undertaken for the Authority. The Authority can only recover VAT under S41 of the VAT Act 1994.

- **Organisations in category 1) above**

Include the VAT that your organisation cannot recover from HM Revenue and Customs within the price for the service/item under the appropriate section. For example, the price under 'Sub-Contractor' should include any vat charged by the sub-contractor (do not separately identify the VAT element). You should enter nothing in the VAT line at the foot of the cost table as this would result in double counting.

- **Organisations in category 2) above**

Insert the VAT to be charged in the VAT line at the foot of the cost table. Include no VAT charges elsewhere in the cost table as this would result in double-counting.

4. Project Costs

5. Tenderers must insert their pricing proposal in the Online Commercial Questionnaire on the Authority's e-Tendering System as per the instructions below.
6. The Contractor must deliver all the required services within a **Total Fixed Price**.
7. No additional T&S will be paid in addition to the Total Fixed Price. The Tenderer should allow for at least three face to face meetings in Defra buildings with the project officer and other Defra official.
8. The Tenderer must also complete the table in Appendix E showing the total cost of the project with a breakdown for each phase, detailing of the number of days for each member of the project team and their daily rates. The information in this table will not be scored as part of the commercial but may be used for clarification question purposes.
9. Defra reserves the right to cancel the project and terminate the contract at any stage and to pay that proportion of the overall fee corresponding to the work completed up to that point.
10. The maximum marks available for this part of the Tender will be 20% and will be awarded to the cheapest price submitted by any of the Tenderers. The remaining Tenderers will receive marks on a pro rata basis from the cheapest to the most expensive price.

The total price submitted by the Tenderer as part of the online Commercial Questionnaire will be used for the purpose of this evaluation.

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 20\% \text{ (Maximum available marks)}$$

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

$$\text{Tenderer A Score} = \frac{£3000}{£3000} \times 20\% \text{ (Maximum available marks)} = 20$$

$$\text{Tenderer B Score} = \frac{£3000}{£5000} \times 20\% \text{ (Maximum available marks)} = 12$$

$$\text{Tenderer C Score} = \frac{£3000}{£6000} \times 20\% \text{ (Maximum available marks)} = 10$$

Payment

11. Payment for this contract will be a fixed price. This is an all-inclusive price for the contract and, so long as the scope of the contract remains the same, it is not subject to any review, amendment or alteration.
12. Payment of the total fixed price will be made upon project completion. The projects will be deemed to have been completed once the final data has been completed, agreed with the Defra contract manager, written up and all relevant analysis and spreadsheets have been provided to Defra.

SECTION 5

TRAVEL AND SUBSISTENCE POLICY

SECTION 5: DEFRA'S TRAVEL AND SUBSISTENCE POLICY

Travel and Subsistence must be agreed by the Authority, in advance of travel and claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. The stated rates below will form part of the contract for the successful Tenderer.

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.

** Where you use a private vehicle on official business and are accompanied by passengers or need to carry heavy and/or bulky official equipment, you may claim a supplementary mileage payment. Note, under HMRC rules the equipment supplement is taxable.

UK Subsistence

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

APPENDIX A

FORM OF TENDER

APPENDIX A: FORM OF TENDER

FORM OF TENDER

To be returned by **12 NOON** (UK time) on **WEDNESDAY 3RD JULY 12**

TENDER FOR THE: Impacts of Energy Infrastructure on UK house Prices

Tender Ref: CCM0101

To The Department for Environment, Food & Rural Affairs (the Authority)

Offer of Goods and/or Services

1. We have examined the documents listed below. In accordance with the terms and conditions contained in the document listed below we offer to provide the goods and/or services required during the contract period and for the sums, rates and percentages given in the clauses below.
 - Tender Particulars (Section 1)
 - Instructions to Tenderers (Section 2)
 - Specification of Requirements (Section 3)
 - Online Technical & Commercial Questionnaire Evaluation Criteria (Section 4)
 - Form of Tender (Appendix A)
 - Non Collusive Tendering Certificate (Appendix B)
 - Online Technical Questionnaire
 - Online Commercial Questionnaire
 - The Authority's Conditions of Contract (Appendix D)
 - Project Breakdown (Appendix E)

Contract Fee

2. We agree to be bound by our pricing proposal (Contract Fee) for the provision of the goods and/or services as incorporated in our Tender Response in the Online Commercial Questionnaire on the Authority's e-Tendering System.
3. The Contract Fee does not include any element of Value Added Tax and is for the full contract period.
4. The Contract Fee is made up as per the pricing schedules for individual sections of the goods and/or services as applicable.
5. We understand the Authority will pay Value Added Tax in accordance with the Conditions of Contract.
6. We understand that we will invoice the Authority against the agreed activity schedule for work done and Authority will pay in accordance with the Conditions of Contract.

Adjustment of Price on extension of initial contract period

7. The Contract Fee will remain fixed for the initial contract period. If the Authority extends the contract period, the price for any extension of the initial contract period will be discussed and agreed by the parties.

Confidentiality

8. We have not told and will not tell anyone else, even approximately, what our Contract Fee is, or will be, before the deadline for receipt of Tender Response. We understand that the only exception is if we need an insurance quotation to calculate our Contract Fee. We may give our insurance company or brokers any essential information they ask for, so long as they understand we do so in strict confidence. We have not tried and will not try to obtain any information about anyone else's Tender Response. We have not made and will not make any arrangement with anyone else about whether or not they should tender, or about their or our Contract Fee.

Other Contract Terms or Conditions

9. We agree that any other terms or conditions or any general reservation which may be provided on any correspondence emanating from us in connection with this procurement exercise or with any contract resulting from this procurement exercise shall not form part of this offer of goods and/or services unless specifically agreed by the Authority in writing.

Validity of Offer

10. Unless stated otherwise by the Tenderer, Tender Response shall remain valid for 90 days from the closing date for receipt of Tender Response. A Tender Response a shorter period will be rejected.

Bv

Acceptance of Offer

11. The Authority is not bound to accept this Tender Response (or any Tender Response) that it may receive, whether it is lower, the same, or higher than any other Tender Response.

General

12. We confirm and undertake that if any information contained in the Tender Response becomes untrue or misleading, we shall notify the Authority immediately and update such information as required.
13. We understand that the Authority has no liability as respects any cost or expense that we may incur in preparing and submitting our Tender Response.
14. We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained herein the ITT and the Contract.

Form of Tender

Signed: _____ **Date:** _____

In the capacity of: _____

Authorised to sign Tender for and on behalf of: _____

Postal Address: _____

Post Code: _____

Tel. No: _____ **Fax No:** _____

E-mail address: _____

APPENDIX B

NON COLLUSIVE TENDERING CERTIFICATE

APPENDIX B: NON COLLUSIVE TENDERING CERTIFICATE

The Tenderer warrants that this is a bona fide Tender Response and:

1. We certify that this proposal is submitted in good faith and that we have not fixed or adjusted the proposal by or under or in accordance with any agreement or arrangement with any other person or party. We also certify that we have not, and we undertake that we will not, before the award of any contract to do the work:
 - a) communicate to any person other than the Department for Environment, Food and Rural Affairs ("the Authority") or a person duly authorised on their behalf the Tender Response amount or approximate amount of the Tender Response or proposed Tender Response, except where the disclosure, in confidence, of the approximate amount of the Tender Response was necessary to obtain insurance premium quotations required for the preparation of the Tender Response;
 - b) pay, give or offer or agree to pay or give any sum of money or other valuable consideration directly or indirectly to any person(s) for doing or having done or causing or having caused to be done in relation to any other Tender Response or proposed Tender Response for the work, any act or thing of the sort described at 1 or a) above;
 - c) tried to obtain information about anyone else's bid or proposed bid; and
 - d) made arrangements with anyone else about whether or not they must bid except for the purposes of forming a joint venture to bid for this work.
2. We certify that the prices in this Tender Response have been arrived at independently without communication, consultation, agreement or understanding for the purpose of restricting competition with any other potential Tenderer or competitor.
3. We certify no attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not submit a Tender Response for the purpose of restricting competition.
4. We agree that the Authority may, in consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Definitions in this Certificate:

"Person(s)" includes any person(s) and any body or association corporate or unincorporate;

"any agreement or arrangement" includes any transaction, formal or informal and whether legally binding or not; and

"the work" means the work in relation to which this proposal is made.

Dated this Day of 20.

Signature:

APPENDIX C

COMMERCIALLY SENSITIVE INFORMATION

APPENDIX C:

COMMERCIALLY SENSITIVE INFORMATION

This will appear in the online questionnaire it will not be scored but will need to be considered and completed by the tenderer.

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

APPENDIX D

CONDITIONS OF CONTRACT

PLEASE REFER TO THE ONLINE TECHNICAL QUESTIONNAIRE FOR FULLT DETAILS

APPENDIX E

PROJECT BREAKDOWN

APPENDIX E:

Project Breakdown

Please provide day rates as set out in the table below.

Phase	Phase Tasks	Name of Staff	Staff Title	Number of days working on this phase	Individuals Day Rate	Total for each Phase

The Tenderer must also complete this table showing the total cost of the project with a breakdown for each phase, detailing of the number of days for each member of the project team and their daily rates.

This table will not be evaluated, but may be used for clarification question purposes.