



# **Provision of a proficiency testing programme for REAL BCS and CCS approved laboratories**

## **Tender Invitation Document**

## **EXECUTIVE SUMMARY**

Renewable Energy Assurance Limited (REAL) invites contractors through a competitive process to tender for the below outlined work.

### **Purpose of the tender**

The purpose of the tender opportunity is to appoint a contractor to develop and deliver a proficiency testing (PT) programme for REAL approved laboratories under the Biofertiliser Certification Scheme (BCS) and Compost Certification Scheme (CCS). Specifically, the PT programme is limited to scheme specific methods – compost stability, residual biogas potential, plant response and, physical contaminants.

### **Tender timeframe**

Deadline for receipt of tender submissions: **05 February 2021**

REAL may invite the tenderer(s) to present their proposal(s) during w/c **12 April 2021** at REAL's head office in London.

Tenderers receive written notification of REAL's decision: **23 April 2021**

*REAL reserve the right to change the timetable.*

### **Work programme**

Programme start date: **Mid-2021**

Programme duration: **Approximately 2 years** (for programme development and delivery)

By participating in this tender, you are accepting to be bound by the instructions as set out in this Tender Invitation Document (TID). Please read this TID carefully as failure to comply with the instructions may invalidate your tender submission.

This TID and any of the information presented in it does not constitute an offer or invitation on the part of REAL (or any other person) to enter into a contract in relation to the PT programme or any other contractual arrangements relating to the PT programme.

No information set out or referred to in this TID shall form the basis of any contract. Any appointed contractor shall be required to enter into a contract for the provision of the PT programme, acknowledging that it has not relied on, or been induced to enter into such an agreement by, any representation, warranty, assurance or undertaking save as expressly set out in that agreement.

REAL will not in any circumstances be liable for any costs, expenditure, work or effort incurred by you in carrying out enquiries in relation to, proceeding with, or participating in, this procurement, including if the procurement process is terminated or amended by REAL.

REAL reserves the right to:

(a) waive or change the requirements of this TID from time to time without prior (or any) notice being given by REAL;

(b) seek clarification or documents in respect of your submission;

(c) disqualify you in the event that your tender submission does not comply with the instructions in this TID;

(d) withdraw this TID at any time, or to re-invite tender submissions on the same or any alternative basis;

(e) choose not to award any Contract as a result of the current procurement process; and

(f) make whatever changes it sees fit to the timetable, structure, or content of the procurement process, depending on approvals processes or for any other reason.

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## **1 INTRODUCTION**

Renewable Energy Assurance Ltd (REAL) is a wholly-owned subsidiary of Renewable Energy Association (REA). REAL carries out a range of certification and consumer protection activities all of which promote sustainable energy. REAL activities fall under two headings; consumer codes and certification schemes.

REAL's certification schemes include, but are not limited to, the Biofertiliser Certification Scheme (BCS) and the Compost Certification Scheme (CCS).

REAL wishes to appoint a contractor to develop and deliver a PT programme for approved laboratories under BCS and CCS. The PT programme will be limited to scheme specific tests (compost stability, residual biogas potential, plant response and, physical contaminants). Following development of the programme, the programme will be owned by REAL, but the appointed contractor will deliver the programme on behalf of REAL

During the delivery of the programme, the appointed contractor will be required to work with the approved laboratories, independent auditor, and REAL.

This document sets out the scope and parameters of the work which REAL wishes to commission and describes how contractors may tender to undertake this work for REAL.

## 2 BACKGROUND AND SCOPE OF WORK

### 2.1 Background

REAL owns and administers the BCS and CCS aligned to BSI PAS 110:2014 (PAS 110) and BSI PAS 100:2018 (PAS 100), respectively. Upholding the requirements of PAS 110 and PAS 100 through these schemes is crucial to maintain market confidence in output quality, consistency, and safety. To achieve this, REAL is also working with the United Kingdom Accreditation Service (UKAS) to set up specific accreditation for the BCS and CCS.

PAS 110 and PAS 100 require that routine samples be taken and tested by independent laboratories for a range of test parameters. Two laboratories are currently approved by REAL for testing under BCS and three under CCS. REAL requires the approved laboratories to hold UKAS accreditation in line with ISO/IEC 17025:2017 for standard methods as listed in PAS 100 and PAS 110.

REAL requires that the laboratories be audited on an annual basis to ensure compliance with the current terms and conditions (T&Cs), available to download [here](#). In addition, approved laboratories are required to participate in relevant PT programmes for standard methods; however, PT programmes do not exist for several critical scheme specific methods.

REAL wishes to appoint a contractor to develop and deliver a PT programme for the BCS and CCS specific test methods. We anticipate the development of the programme to start in Spring 2021 and the delivery to take place in 2022.

### 2.2 Requirements or Services

2.1.1 The appointed contractor will develop a PT programme for the following BCS and CCS specific test methods (unless the provider indicates in their tender response why a specific test should not be included).

- Compost stability based on the ORG0020 method (CCS only)
- Residual biogas potential (BCS only)
- Plant response (CCS only)
- Physical contaminants (BCS and CCS)

2.1.2 The appointed contractor will run the PT programme quarterly i.e. samples/material will be sent to the approved laboratories four times in the year.

2.1.3 The appointed contractor will report results (and appropriate analysis and/or written comments) to the approved laboratories, independent laboratory auditor, and REAL.

## 2.3 Competence requirements

REAL will appoint an individual or organisation with expertise and/or knowledge of the following:

1. PT programme design and delivery
2. BCS and CCS specific test methods (compost stability (ORG0020), residual biogas potential, plant response and, physical contaminants)
3. Handling and testing composts and other environmental matrices (soil, manures, slurries and/or waters)

## 3 THE TENDER SUBMISSION - INFORMATION REQUIRED

3.1 Your tender should be submitted by email. There is no limit on the number of pages for your tender.

3.2 Your tender must include the following information in the order indicated:

**(1) An executive summary** of no more than one side of A4 in length, outlining the proposed work and including separately the development and delivery costs, inclusive of Value Added Tax (“VAT”)

**(2) Company/Organisation details.** REAL will need the following information:

- The name of the Company submitting the tender;
- The registered office name, address, VAT number (if applicable) and company or charity registration number;
- The name of the nominated contact person within the tenderer’s organisation;
- Contact details including: address, telephone number, and e-mail address.

REAL will accept tenders both from individual companies and from consortia. Should you decide to tender as part of a consortium you will need to identify one member of the consortium (the “Lead Contractor”) to act as the contracting party. All other consortium members will be sub-contractors to the Lead Contractor.

**(3) A description of your working methods**

You will need to make clear how you intend to deliver the work and provide estimated timescales for delivery.

**(4) A description of the project team who will manage and deliver the work**

This should include a list of individuals, their respective roles within the organisation and, for the purposes of this work their relevant skills and experience including any relevant professional qualifications.

**(5) An identification of any sub-contractors to be used**

You should include a list of any sub-contractors you intend to use to fulfil the requirements of the work.

**(6) Evidence of a track record in undertaking work similar to that described in this document.**

**(7) Breakdown costs (exclusive of VAT) including;**

**a. Development of the PT programme**

**b. Delivery for 1 year based on four rounds**

**(8) Identification of any conflicts of interest** which might arise if you were selected to undertake the work and if such a conflict were to arise, an indication of how this conflict would be addressed. Where you tender as part of a consortium, all members of the consortium should be considered.

**(9) A copy of your Environmental Policy** and evidence of any accredited Environmental Management System.

**(10) Written confirmation** that you have the necessary permits, licences or exemptions required for the services.

**(11) As appendices, tenders should include:**

- Audited or management accounts for the last 2 financial years;  
REAL reserves the right to reject bids from Contractors where the accounts show that the Contractor might be at risk of insolvency.
- A statement of any material litigation, pending or threatened, or other legal proceedings;  
REAL reserves the right to reject bids from Contractors subject to legal proceedings where in REAL's reasonable opinion such proceedings could impact upon the Contractor's ability to deliver the services required.
- Evidence of the level of professional indemnity, public liability and property damage insurance cover held.

REAL will require minimum cover levels of:

- £1 million professional indemnity;
- £2 million public liability;
- £2 million property damage.

To be considered for evaluation, Contractors must have this cover in place at the time of bidding or must include (as part of the tender submission) a commitment to take out such cover in the event of being appointed.



- 3.3 Should you have any questions in relation to the type of information required by REAL please contact the person identified in Section 5 of this Tender Invitation Document to discuss.
- 3.4 REAL will respond to all reasonable clarifications as soon as possible through issuing a document listing tenderers' questions (without revealing their identity) and, to the extent relevant to the other tenderers, REAL's response to them, will be emailed to all tenderers.
- 3.5 REAL reserves the right (but shall not be obliged) to seek clarification of any aspect of your tender during the evaluation phase. You are asked to respond to these requests promptly and to avoid vague or ambiguous answers.
- 3.6 All tender submissions will be treated on a confidential basis by REAL and its advisers, subject to the provisions of the Freedom of Information Act 2000.

**4 EVALUATION CRITERIA**

- 4.1 REAL must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to REAL's requirements and provide the necessary services.
- 4.2 REAL will evaluate whether the proposed PT programme will be cost-beneficial for the schemes.
- 4.3 The process REAL will use to select its contractors is a competitive one. Your tender submission should be written to address the key requirements and scope of the work and demonstrate how it meets the evaluation criteria below:

<b>Evaluation criteria</b>	<b>Weighting</b>
Cost of work	30%
Methodology proposed to deliver required services	40%
Relevant past experience	15%
Authority of allocated personnel, their skills and technical capability	10%
Corporate environmental commitment – submission of credible environmental policy and/or environmental management system details	5%

- 4.4 REAL reserves the right not to take any tender submission forward, should no submission be deemed feasible. take any tender forward.

## 5 APPLICATION PROCEDURE

You should send one electronic copy (via email) of your tender submission to:

Olivia Fursedonn, Renewable Energy Assurance Limited

Email: [olivia@realschemes.org.uk](mailto:olivia@realschemes.org.uk)

Emails containing Tender submissions should clearly state the following in the subject field: 'Provision of a proficiency testing programme for REAL BCS and CCS approved laboratories'

Any enquiries or requests for clarification of any matters arising from this Tender Information Document should be sought from Olivia in writing only no later than **08 January 2021**.

## 6 TENDER PROCESS & TIMETABLE

- 6.1 All tender submissions must remain valid for a minimum period of 90 days following the deadline for receipt of tender submissions.
- 6.2 All tender submissions will be competitively assessed against the evaluation criteria, (stated in Section 4 of this document).
- 6.3 The target timetable for this process is as follows:

### **Tender Timetable**

Deadline for receipt of questions relating to this tender: **08 January 2021**

Deadline for receipt of tender submissions: **05 February 2021**

Tenderers receive written notification of REAL's decision: **23 April 2021**

REAL may invite the tenderer to present their proposal during w/c **12 April 2021** at REAL's London office.

- 6.4 All tenderers will receive written notification of REAL's decision and tenderers will be given the opportunity to discuss feedback on their tender submission.
- 6.5 Information contained in this Tender Invitation Document and in any communications arising in connection with it is offered in good faith for the guidance of interested parties, but no warranty or representation is given as to the accuracy or completeness of any such information. REAL and its advisers shall not be liable for any error, misstatement, or omission.
- 6.6 Any contract entered into as a result of this tender process shall be in accordance with REAL's terms and conditions of contract.
- 6.7 Tenderers taking part in this process acknowledge and accept that REAL may publish details about the winning bid (such as the contract value and the name of the winning bidder) on appropriate webpages under its control.