

# Invitation to Tender – No 344

## COMMERCIALLY CONFIDENTIAL



**Closing date Friday 16 October 2009**

To develop the general structure of the EMS Club and the content of the seminars and any support materials.

### 1. SUMMARY

Resource Efficiency East's primary objective is to 'increase the productivity and competitiveness of regional SMEs by delivering measurable improvements to their resource efficiency, with the environmental benefits that result also helping to reduce the impact of climate change on the region's economy.'

Small businesses will often benefit from adopting an Environmental Management System (EMS), but more often than not, they lack the knowledge, understanding and time to implement such a system unaided.

The EMS Club will assist businesses to understand and implement an environmental management system in a methodical, concise and staged manner. The Club will see the launch of a peer-to-peer business network to facilitate knowledge transfer about EMS and will be run as 4 'hubs' across the East of England – '*north*'; '*central - east*'; '*central-west*' and '*south*'.

Each hub will aim to engage 25 businesses each and will offer 10 monthly practical workshops/seminars that provide a simple step-by-step 'how to' approach to implementing an EMS.

### 2. Background

Renewables East has secured funding from the East of England Development Agency (EEDA) and European Regional Development Fund to manage a resource efficiency programme on behalf of EEDA. The Resource Efficiency East programme will operate until 31 March 2011 and in this period will provide intensive resource efficiency support to 730 companies assisting them to identify and achieve savings in the use of water, materials and energy which will be translated into CO<sub>2</sub> and Gross Value Added (the monetary value of achieved savings).

### 3. About Renewables East

Renewables East is a private company delivering the services associated with being the renewable energy agency for the East of England. The Company is funded by the East of England Development Agency (EEDA) and officially designated as an EEDA sister organisation. For the year 2009/10, RE has been allocated in excess of £2m from various sources including EEDA, ERDF and central government to continue its mission.

The objectives of the Company are:

a. To enable the East of England to meet its adopted target for the production of energy from renewable resources, within the context of national energy policy and the need to move towards a lower carbon economy; and

b. To maximise the rate of growth of the renewable energy sector and the economic benefits to the region, especially through stimulating investment and job opportunities, supply chain development and innovation.

Renewables East's primary work areas are Bioenergy (Biomass and Biofuels,) Offshore/Onshore Wind, Planning, Supply Chain Development and the Mass Market Renewables agenda. If you have not already done so, you may find a visit to our web-site useful [www.renewableseast.org.uk](http://www.renewableseast.org.uk).

Resource Efficiency East is a programme managed by the Renewables East executive with strategic direction and governance provided by an independent Programme Board.

#### **4. Scope of Work**

Phase 1 (Indicatively 35 days work)

Renewables East will appoint one contractor to develop the general structure of The EMS Club and set-up the 4 hubs. In detail this work will involve;

- Project Kick-Off Meeting in Peterborough on the 28<sup>th</sup> October 2009 (1 day)
- Working with our marketing team to develop a brand for The EMS Club (3 days)
- Develop the workshop programme in terms of topic areas, the running order and the presentations and associated support materials for each workshop (28 days).
- Identify the venues from which each of the four hubs will operate (this could be more than one venue per hub – to be agreed at project kick-off meeting) and secure them for the monthly workshops(3 days)

#### **5. Tender Details**

Applicants who wish to submit a tender bid must include a covering letter which is to include the Tender Title, EMS Club Tender and ITT No 344, Postal address, contact details, indicate if they are an SME or not, and total number of pages.

The tender submission should be page numbered with the Company/Consultant name on the bottom of each page, the tender criteria should form the page headings for the main body of the tender submission. You should also include your public liability insurance, organisation structure and details of the team that would be working on the project.

Tenders must include a total cost, inclusive of VAT and expenses.

Tenders on average should be no longer than 8 pages.

Responses to this tender should be submitted electronically and must be received by Renewables East no later than **1200hrs on Friday 16 October 2009**. They should be sent via email to:

**John Heath**  
**Delivery Manager**  
**Renewables East**  
[johnheath@renewableseast.org.uk](mailto:johnheath@renewableseast.org.uk)

The successful applicant will be notified by Friday 23 October 2009 at the latest and must be in a position to start work on the following Monday (26 October 2009).

Responses should be submitted electronically, and should include details of the service to be delivered against the scope of work.

## **6. Tender Process**

Applicants are advised to ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their Tenders are accepted.

Renewables East reserves the right to extend proposed timescales if extensive Tender clarification is required during evaluation or for any other reason.

Applicants should be aware that queries raised by Applicants that affect the Tender process will be circulated to all Applicants. Responses of a commercially sensitive nature will be confined to the correspondent(s).

Any Applicant who directly or indirectly canvasses any member or officer of Renewables East concerning the award of the Contract for the provision of the Services, or who directly or indirectly obtains or attempts to obtain information from any such member or officer concerning any other Tender or proposed Tender for the Services will be disqualified.

It is the responsibility of Applicants to obtain for themselves and at their own expense all information necessary for the preparation of their Tenders. Information supplied by Renewables East (whether in these Tender Documents or otherwise) is supplied solely for general guidance in the preparation of the Tenders. Applicants must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by Renewables East for any inaccurate information obtained by Applicants.

All information supplied by Renewables East in connection with this Invitation to Pre-qualify and Tender shall be regarded as confidential by the Applicant except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Renewables East reserves the right to ask all Applicants to complete a separate Confidentiality Agreement and if deemed necessary this will be forwarded under separate cover for completion and return within a specific timescale no later than the tender return date.

The Tender Documents are and shall remain the property of Renewables East and must be returned upon demand.

No servant or agent of Renewables East has authority to vary or waive any part of the Tender Documents or procedure other than the Authorised Officer nominated by Renewables East who shall only do so in writing.

Renewables East will not consider individual requests for extension of the closing date and the time specified above, but may at its own absolute discretion extend generally the closing date and time.

Renewables East reserves the right to request such further information from Applicants as it deems necessary to assist the clarification of Tender submissions.

Renewables East reserves the right to dismiss those tender applications that do not meet the specific tender details required.

## **7. Tender Criteria and Weighting**

The tenders will be assessed against the following criteria:-

1. Value for money and ability to deliver - 30% weighting
  - a. Total price to be shown including VAT & Expenses
  - b. Completeness of response to entire scope of tender, clear and concise proposal
  - c. Discounting structures offered
  - d. Add value beyond the scope of the tender
  - e. Project management and reporting mechanisms evidenced
2. Expertise and Experience of Resource Efficiency – including experience working on projects/programmes focused on Environmental Management Systems 45% weighting.
  - a. Expertise in Environmental Techniques and Skills, in particular Environmental Management Systems (scored via the Detailed Experience Questionnaire)
  - b. Qualifications and experience of proposed project team
  - c. Case studies in support of experience
3. Previous experience working with business support programmes, in particular those focused on resource efficiency – 10% weighting.
  - d. Experience of working with resource efficiency focused business support initiatives
  - e. References provided in support of experience
4. Experience of designing workshop seminars – in particular with respect to resource efficiency and environmental management systems – 15% weighting

## **8. Fees**

Payment for the service will be on an agreed day rate basis (inc VAT). Payment will be made on upon satisfactory completion of the work, provision of required evidence; and receipt of invoice, subject to our standard conditions (available on request). Payments are normally made within 30 days.

## **9. Further information**

Should you require any further information on this brief to complete your tender submission, please contact John Heath by e-mail or post:

[johnheath@renewableseast.org.uk](mailto:johnheath@renewableseast.org.uk)

John Heath  
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## **10. Restricted and Commercially Confidential**

PLEASE NOTE THAT THE INFORMATION CONTAINED WITHIN THIS TENDER DOCUMENT AND ASSOCIATED DOCUMENTS IS NOT IN THE PUBLIC DOMAIN AND REMAINS COMMERCIALY CONFIDENTIAL. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSES OTHER THAN TO RESPOND TO THE TENDER.