Invitation to Tender – No 346
COMMERCIALLY CONFIDENTIAL

Closing date Wednesday 16th December 2009

The Supply Chain Network aims to assess the potential for improving resource efficiency through the supply chains of major regional organisations.

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.'

The programme recently invited applications from public and private sector organisations in the East of England who are motivated to work with, and mentor their supply chain to deliver improvements in resource efficiency, to become a host within the Supply Chain Network.

The Supply Chain Network is designed to improve resource efficiency on a collective basis by enabling larger organisations to mentor and engage SMEs that are connected through their supply chain to many other organisations. The aim of the Supply Chain Network is to help host organisations understand the opportunities of working as a delivery partner; engaging their supply chain, making their internal procurement procedures more sustainable and sharing their understanding and learning with their suppliers, distributors and wholesalers with respect to resource efficiency. The Supply Chain Network will provide the opportunity for sharing experiences and ideas through formal networks, delivering; meetings, training workshops, collaboration and discussions, all supported via Resource Efficiency East

As such Renewables East (RE) is seeking to appoint a number of companies/consultants (up to 4) to provide this support to each Supply Chain Network. Each Network will be supported for up to 30 days to help facilitate the Network and encourage the stimulation of innovative solutions to joint issues.

The aim is to have a broad spread of host organisations and it is hoped that larger regional businesses, local authorities, universities and others public sector bodies will all be represented, although the exact make up of the hosting organisations will depend on the applications received. It is anticipated that up to 8 Supply Chain Networks will be supported during 2010. Those parties considering tendering are recommend to visit http://www.resourceefficiencyeast.org.uk/supply-chain-network.asp to familiarise themselves with the process to apply to become a host organisation for the Supply Chain Network.

This contract will be delivered on a fixed fee basis of £500 per day (Inc VAT, travel and expenses)

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_2 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.

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

Please see the Supply Chain Network Guidance Notes for full details of what the delivery of each Network is anticipated to entail.

The following are supplementary notes to the above;

The 8 supply chain network will be run over a period of approximately 12 weeks (subject to host availability) as follows.

Hosts 1- 4: Jan/Mar to April/June 2010

It is anticipated that the work programme for each Network will follow the approximate timescales indicated below;

- Weeks 1-5: Working with host company/Promotion of Network Support to Supply Chain
- Week 6: Launch Event
- Weeks 8, 9 and 10: Half Day Workshops
- Week 12: Project Appraisal Report and Network Close

The time allocation for the support is anticipated as;

Support of Host Organisation (10-12 days)
Network Launch Event (6 days)
3 x Workshops (6-8 days)
Process feedback/Complete Project Report (4 days)

5. Tender Details

Applicants who wish to submit a tender bid must include a covering letter which is to include the Tender Title, The Supply Chain Scheme Tender and ITT No 346, Postal address, contact details, indicate if they are an SME or not, and total number of pages.

The tender submission should be clearly page numbered and include a content page, with the Company/Consultant name also included on the bottom of each page. The tender criteria should form the page headings for the main body of the tender submission. All appendices should be clearly titled, referenced and included in the content pages.

All electronic files submitted in support of the tender submission should use the following referencing format;

Main tender document: ***Company Name, Tender Title, The Supply chain Scheme,ITT No 346***

Appendices: ***Company Name, Tender Title, The Supply chain Scheme,ITT No 346***

You are to indicate who will work on this project and provide a detailed questionnaire and CV for each of those individuals.

Applicants are reminded that this contract will be delivered on a fixed fee basis of £500 per day (Inc VAT, travel 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 Wednesday 16 December 2009**.** They should be sent via email to:

John Heath
Delivery Manager
Renewables East
johnheath@renewableseast.org.uk

The successful applicant will be notified by Wednesday 23 December 2009 at the latest and must be in a position to start work on 4 January 2010.

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

Success in being appointed will not guarantee work, the contract offered will be a 'call off' contract, and the consultant(s) will be appointed work on a case by case basis as and when each Supply Chain Network application is approved and subsequently starts.

6. Tender Criteria and Weighting

The tenders will be assessed against the following criteria:-

1. Value for money and ability to deliver - 20% weighting

    a. Completeness of response to entire scope of tender, clear and concise proposal
    b. Discounting structures offered
    c. Add value beyond the scope of the tender
    d. Project management, reporting mechanisms, project team structure and roles and responsibilities evidenced

2. Expertise and Experience of Resource Efficiency – including specific experience of working on supply chain initiatives– 50% weighting.

    Please note the Detailed Experienced Questionnaire and CVs will be used to assess these criteria.

    a. Qualifications and experience of proposed project team of working with publicly funded resource efficiency focused business support initiatives
    b. Expertise in Environmental Techniques and Skills (scored via the Detailed Experience Questionnaire)
    c. Experience of proposed project team of supporting organisations to address resource efficiency and sustainability within their supply chain
    d. Case studies/References in support of experience (for *a* and *c*)

3. Previous experience working with business support programmes, in particular those focused on resource efficiency – 20% weighting.

    e. Experience of working with resource efficiency focused business support initiatives
    f. References provided in support of experience

4. Experience of working with small and medium sized enterprises – 10% weighting

    a. Demonstrate knowledge and understanding of barriers to engaging SMEs – e.g. reference to barriers, motivational aspects of SME behaviour
    b. Successful track record of engaging SMEs with respect to resource efficiency – supported by evidence by way of case studies and or references

7. Fees

This contract will be delivered on a fixed fee basis of £500 per day (Inc VAT, travel and expenses) payable at the following stages of the project (figures in brackets indicate maximum payment to made at each stage;

1) Support of Host Organisation (£6,000)
2) Network Launch Event (£3,000)
3) 3 x Workshops (£4,000)
4) Process feedback/Complete Project Report (£2,000)

Payment will be made on the completion of each phase of work subject to 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.

8. 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
John Heath
Delivery Manager
Renewables East
ZICER Building
School of Environmental Sciences
University of East Anglia
Norwich
NR4 7TJ

9. 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.

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 COMMERCIALLY CONFIDENTIAL. THE INFORMATION IS NOT TO BE USED FOR ANY PURPOSES OTHER THAN TO RESPOND TO THE TENDER.