



Department
for Environment
Food & Rural Affairs

Bidder Pack

Part Two: Procurement Specific Requirements

Procurement Title

**Capturing transitional changes in GHG fluxes
following peat restoration**

Procurement Reference Number – C30264

09/2025

Contents

Section 1: The Invitation	1
The Opportunity	1
Timetable	1
Section 2: The Specification of Requirements	3
The Authority's Priorities	3
Scope	3
Division of the Contract into Lots	3
Conditions of Participation.....	3
Insurance Cover. Atamis Reference 3.A.15a.....	3
Financial Capacity to Deliver the Contract. Atamis Reference 3.A.13c	4
Legal Capacity to Deliver the Contract. Atamis Reference 3.A.16a.....	5
Section 3: Terms and Conditions of Contract	6
Section 4: Evaluation Methodology.....	7
Section 5: Appendices	17
1. Definitions	17
2. Form of Tender	19
3. Specification.....	19
4. Conditions of Contract.....	19

Section 1: The Invitation

This procurement is being carried out by Defra group Commercial in accordance with the Competitive Tendering Procedure as set out in the Procurement Act 2023 on behalf of Core Defra.

All procurement activities and contractual obligations arising from this Bidder Pack will be governed by the Procurement Act 2023. Bidders are required to comply with the Act’s stipulations, ensuring transparency, fairness, and integrity throughout the procurement process.

The Bidder Pack comes in two parts.

The first part, **The Core Requirements**, provides details of the General Requirements, Government Transparency Agenda and Government Priorities.

This, **the second part, the Procurement Specific Requirements**, provides details of the Specification Requirements, Terms and Conditions of Contract, Evaluation Methodology, Procurement Timetable and Definitions.

The tendering process seeks to determine the Most Advantageous Tender (MAT). The Authority will evaluate the Tenders using the tender evaluation criteria and weightings listed in Section 4, Evaluation Methodology.

The Opportunity

This opportunity is an Open Procedure advertised by Defra group Commercial on behalf of Defra

Defra is responsible for improving and protecting the environment. We aim to grow a green economy and sustain thriving rural communities. We also support our world-leading food, farming and fishing industries. For further information please visit [Department for Environment, Food & Rural Affairs - GOV.UK](#)

Timetable

The timetable below is subject to change from time to time as notified by the Authority. All Tenderers will be informed via the Authority’s eSourcing System.

Activity Ref	Activity Title	Date (Time)
1	Opportunity Notice published and Bidder Pack released	16-Sept-2025
2	Deadline for clarification questions	06-Oct-2025 12:00

Activity Ref	Activity Title	Date (Time)
3	Deadline for Tender Response	13-Oct-2025 12:00
4	Evaluation of Supplier response to Procurement Specific Questionnaire and Tender	Start 13-Oct-2025 End 22-Oct-2025
5	Assessment Summaries issued to assessed tenderers	29-Oct-2025
6	Contract Award Notice published	30-Oct-2025
7	Mandatory standstill period (8 working days)	Start 30-Oct-2025 End 10-Oct-2025
8	Contract award	11-Oct-2025
9	Contract start date	13-Nov-2025

All timescales are set using a 24-hour clock and when referring to “days” it means calendar days unless otherwise specified (for example, working days).

Variant Tenders

The Authority shall not accept variant Tenders.

For the avoidance of doubt, if the Authority has reserved a right to waive a requirement in this Bidder Pack and chooses to exercise such discretion, the Tender will not be considered a variant Tender.

Abnormally Low Price

If the Authority considers the price offered in your Tender to appear abnormally low for the performance of the contract, an initial assessment will be undertaken using a comparative analysis of the pricing proposals received from all Tenderers and the Authority’s valuation of the procurement. If that assessment indicates that your price is abnormally low, the Authority will request a written explanation of your Tender, or of those parts of the price offered by your Tender which the Authority considers contribute to your price being abnormally low. The Authority reserves the right to reject your Tender if the response does not satisfactorily account for the low level of price or costs proposed.

The assessment of abnormally low prices will be undertaken strictly in accordance with Section 19 of the Procurement Act, which outlines how abnormally low prices must be assessed and the circumstances in which the contracting authority can reject the tender.

Pricing Anomalies

If in the opinion of the Authority your Tender contains any pricing anomalies (for example apparent discrepancies between the financial submission and other parts of your response) the Authority may seek clarification. If the clarification response indicates that the pricing anomaly was the result of a clear and obvious error, in the interest of fairness the resulting change will be taken into consideration. If the clarification response results in a change to the

initial tendered Commercial Response and price, it will not be taken into account.

Section 2: The Specification of Requirements

The Authority's Priorities

Peatlands are the world's largest terrestrial carbon store. When in good condition, these habitats store carbon, as well as providing other ecosystem services. However, the majority of England's peatlands are degraded with only 13% of deep peat remaining in a near natural state. Degraded peatlands are a source of greenhouse gas (GHG) emissions, in England this is in the region of 8 MtCO₂e each year. The restoration of peatland habitats is therefore critical for achieving net zero commitments.

This research aims to refine and validate a model for capturing the CO₂ uptake that occurs during the transition from a drained / degraded peat to a restored peat, following restoration activities. The potential transitional removal of CO₂ could make peat restoration a significant net greenhouse gas removal (GGR). Refining and validating the model will allow it to be used in the GHG Inventory and the Peatland Code and will contribute to Defra meeting its effort share of the Carbon Budget targets.

Scope

Appendix 3 sets out the Specification of Requirements.

Division of the Contract into Lots

This procurement requirement is not divided into Lots because this is for the award of a single contract.

Conditions of Participation

Insurance Cover. Atamis Reference 3.A.15a

Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:

- a. Employer's (Compulsory) Liability Insurance = £5m
- b. Public Liability Insurance = £5m
- c. Professional Indemnity Insurance = £5m

Supplier Guidance: There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: www.hse.gov.uk/pubns/hse39.pdf.

Financial Capacity to Deliver the Contract. Atamis Reference 3.A.13c

The Authority will review the economic information provided as part of the Procurement Specific Questionnaire response to evaluate a Tenderer's economic and financial standing. The Authority's evaluation will be based on all the information reviewed and will not be determined by a single indicator. If, based on its assessment of the information provided in a Response, the Authority decides that a Tenderer does not meet the Authority's required level of economic standing, the Authority may:

- ask for additional information, including information relating to the Tenderer's parent company, if applicable; and/or
- require a parent company guarantee, performance bond or other security.

If the Authority decides that a parent company guarantee, performance bond or other security is required, the Authority will reject a Response if the Tenderer is unable to offer a commitment to make such provision. In addition to the information provided in a Response, the Authority may, at its discretion, consult Dun & Bradstreet reports and other credit rating or equivalent reports depending on where a Tenderer is located.

The Authority's assessment of economic and financial standing will consider 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) obtained from Dun & Bradstreet. There are also classifications for negative net worth and net worth undetermined (insufficient information). Financial strength will be assessed relative to the estimated annual contract value.

The Authority will also consider annual turnover. For this procurement, the Authority expects the contractor to have an annual turnover for each of its last two financial years of at least 150% of the contract value.

In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years. In addition, the annual turnover of at least one of those organisations is expected to be 75% of the contract value.

Risk of Business Failure is rated on a scale of 1 (minimal) to 4 (significant) obtained from Dun & Bradstreet. There is also a classification of insufficient information. The Authority regards a score of 4 as indicating inadequate economic and financial standing for this procurement. The Authority will also calculate and evaluate the Tenderer's:

- 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;

- liquidity: net current assets, movements in cash flow from operations, working capital and quick ratios, and average collection and payments periods; and
- financial structure: gearing ratios and interest cover.

Legal Capacity to Deliver the Contract. Atamis Reference 3.A.16a

Does not apply to this procurement

Section 3: Terms and Conditions of Contract

The Terms and Conditions of Contract for this procurement are the Defra Research and Development Terms and Conditions.

The Terms and Conditions are split into Core Terms and Contracting Authority Terms within the Annexes, and details of the legal priority are provided in Section 6 of the Order Form.

The Authority proposes to enter into Contract(s) for a maximum period of two (2) years with the successful Tenderer(s).

The initial contract term shall be two (2) years with no options for extension

The anticipated commencement date is 13/11/2025.

Suggested Changes to Conditions of Contract

Tenderers may raise clarification questions relating to the amendment of contract terms during the clarification period only, as specified in the Timetable, if it can be demonstrated that there is a legal or statutory reason why they cannot be accepted. Where a legal or statutory reason cannot be substantiated the Authority has the right to reject the proposed changes.

Such requests must follow the Clarifications Sought by the Tenderer process set out in the Core Requirements element of this Bidder Pack.

Section 4: Evaluation Methodology

The overall aim of the evaluation process is to select the Tender that is the most advantageous to the Authority, having regard to the Authority's overall objectives and the criteria set out below.

Evaluation of Tenders will comprise of the stages set out in the table below.

The Authority will carry out its evaluations of the Technical and Commercial elements according to the criteria, sub-criteria and weightings set out in the table below:

	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
Evaluation Stage 1	Selection Stage: Procurement Specific Questionnaire (PSQ) responses submitted in response to the Tender Notice	Part 1: covers the basic information about the supplier (or organisation relied upon to meet the selection criteria in Part 3), such as the contact details, trade memberships, details of parent companies, group bidding and so on and is provided for information only.	Pass/Fail
		Part 2: covers a series of self-declarations by the supplier (or organisation relied upon to meet the selection criteria in Part 3) regarding whether or not any of the questionnaire exclusion grounds apply and will be assessed on that basis.	Pass/Fail
		Part 3: covers a series of self-declaration questions regarding whether or not the company meets the selection criteria in respect of their financial standing and technical capacity.	Pass/Fail
	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
Evaluation Stage 2	Form of Tender	This stage is not scored but if you do not upload a complete, signed and dated Form of Tender in accordance with the instructions in the eSourcing System/accept the Form of Tender statement in the PSQ your Tender will be rejected as non-compliant.	Pass/Fail

	<p>Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2</p> <p>Note: Suppliers that pass Evaluation Stage 1 and 2 will be taken through to Evaluation Stage 3.</p>
--	--

Quality Evaluation Stage(s)

	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
Evaluation Stage 3	Evaluation Stage: Technical	This stage will be evaluated in accordance with the criteria set out below.	E01 – 10% E02 – 15% E03 – 40% E04 – 25% E05 – 10% F01 – Pass/fail
<p>The Technical evaluation will account for 70% of the total score. All responses will be scored in accordance with the detailed guidance within the Authority's eSourcing System.</p> <p>Tenderers must achieve a minimum Descriptor of 50 for E01, E02, E03, and E04 and must achieve a minimum Descriptor of 20 for E05 (the 'Technical Threshold') and a 'Pass' in question F01 in order to progress to the Commercial evaluation. Tenderers who fail to achieve the stated Technical Thresholds will not proceed to the Commercial evaluation.</p>			
	Section Reference	Evaluation Criteria	Question Scoring/Weighting (%)
Evaluation Stage 4	Evaluation Stage: Commercial - Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule in the Authority's eSourcing System	Scored
<p>The Commercial evaluation will account for 30% of the total score. All responses will be scored in accordance with the detailed guidance within the Authority's eSourcing System.</p>			
	Section Reference	Calculation	
Evaluation Stage 5	Final score	<p>The final score is calculated by adding the total quality weighted score with the total commercial weighted score.</p> <p>The most advantageous tender will be the Tender with the highest final score.</p>	

Technical Evaluation Questions

Criteria	Weighting	Description
----------	-----------	-------------

<p>E01: Organisation's capacity and resource</p> <p>(minimum score threshold 50 will apply)</p>	<p>10%</p>	<p>Provide a brief outline of your organisation; please briefly explain how you manage your workflow capacity and staff resources. Your evidence should include measures you have in place to ensure critical delivery.</p> <p>Please confirm that staff resources will be available to complete the entire contract in the timescales required.</p> <p>For consortia bids, please provide an overview of the organisations in your consortium with summary information on capacity and resource for each, as well as a brief outline of your proposed governance arrangements</p> <p>Evaluation criteria:</p> <p>Ability to deliver this project to time</p> <p>Please submit no more than 1 page of A4 (4 for consortia bids), Arial, Font 11. Please upload a document with the filename: "E01 – Your Organisation Name"</p> <p>Any responses exceeding 1 side of A4 (4 for consortia bids) will not be evaluated beyond the last page.</p>
<p>E02: Project management and organisation's quality assurance</p> <p>(minimum score threshold 50 will apply)</p>	<p>15%</p>	<p>Please outline your approach to managing the project, in terms of project structure and provision for communication with the Authority. You should include a work plan demonstrating adequate time for review of deliverables.</p> <p>Provide a risk register that assesses risks to the successful delivery of the project and explains how the risks will be mitigated. Explain how you would handle unexpected events and what systems you have in place to deal with these.</p> <p>You should outline how you plan to keep Defra informed of progress made and alert the contract manager at the earliest opportunity of any difficulties encountered e.g., milestone dates at risk.</p> <p>Please also indicate the level of input and guidance you require from the Contract manager and project steering group.</p>

	<p>Please outline your planned project management and internal governance for this project, including how the project lead/lead wildfire scientist and the lead peat scientist will ensure consistency across the sub-projects . You should also describe your organisation’s approach to project management and how this is implemented.</p> <p>Please outline Quality Assurance measures and processes to ensure quality of research and outputs delivered.</p> <p>Evaluation criteria:</p> <ul style="list-style-type: none"> • Simple, transparent management structure, with named individuals and clear accountability • How the team will be managed, particularly if managing a multidisciplinary team or a consortium • The level of input required from Defra • The organisation’s approach to project management and how this will be used to deliver the project deliverables on time, to the expected quality and to budget • A risk register that demonstrates an understanding of the likely challenges and issues faced with suitable mitigation strategies • Resilience for dealing with unexpected events • A credible, effective plan to keep the authority informed of progress made and any difficulties encountered • Adequate resources available for drafting report(s) and handling feedback from Defra. <p>Please submit no more than 2 pages of A4, Arial, Font 11. Please upload a document with the filename: “E02 – Your Organisation Name” The risk register should be uploaded as a separate document and does not count towards the page limit.</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>
--	--

<p>E03: Proposed approach to research and methodology</p> <p>(minimum score threshold 50 will apply)</p>	<p>40%</p>	<p>Please include a detailed account of your proposed project. Please detail your approach and methodology for meeting the project aims and answering its research objectives, demonstrating a clear understanding of the requirements and policy context in England. Please specify resources and days allocated for each work package and activity.</p> <p>Your workplan should include adequate time for the review of the deliverables.</p> <p>Please use the aim and research objectives as stated in the Specification of Requirement or present a clear explanation if you are considering a revised approach and methodology. Please use the Programme of Work in the specification as a basis for delivery of milestones in your timeline, or present a clear explanation if you propose a revised timeline for delivery of work packages. As we expect the findings of earlier work packages to shape the delivery of later ones, please outline how you will build adaptability and learning into your approach.</p> <p>If your proposal will deliver additional outcomes or includes optional additional work packages, please clarify these and separately cost any optional work packages.</p> <p>Evaluation criteria:</p> <ul style="list-style-type: none"> • An understanding of Defra's requirements and the policy context demonstrated through the proposed approach • A robust, detailed and credible methodology for meeting or exceeding the aims and research objectives set out in the specification, • A realistic and measurable deliverable workplan with key milestone delivery dates and interdependencies outlined • A robust quality assurance plan that demonstrates how the quality of outputs will be assured • Clearly demonstrate knowledge of the key issues, challenges and risks that your organisation is proposing to address in this project
---	-------------------	---

		<ul style="list-style-type: none"> • Provide a description of how each work package will be delivered and how the outputs from each work package will shape subsequent work. • A description of how the work will be conducted in order to ensure that the aims are met and work packages delivered in a transparent and robust fashion • A description of how data will be managed, particularly in accordance with Data Protection legislation. <p>Please submit no more than 6 pages of A4, Arial, Font 11 (any diagrams or tables will not count towards the page limit). Please upload a document with the filename: “E03 – Your Organisation Name”</p>
<p>E04: Capability and Expertise of Proposed Project Team</p> <p>(minimum score threshold 50 will apply)</p>	<p>25%</p>	<p>Please include a brief outline of staff experience, plus CVs, of those who will be involved, and outline how much time each member of staff will spend on the research project.</p> <p>Please also provide an organogram for the team and staff involved (and for consortia where relevant).</p> <p>Evaluation criteria:</p> <ul style="list-style-type: none"> • Excellent understanding of the subject area that provides confidence in the Tenderer’s ability to deliver the project • Relevant organisational experience for this requirement - please see the ‘expertise required’ section in the specification for more information. • Breadth and depth of expertise available within the team, or that can be easily called on • How the team’s skills, knowledge and experience are relevant to meeting the project requirements • Staff experience, skills and time (by milestone) are sufficient and appropriately allocated throughout the project, providing confidence in the quality and timeliness of delivery, as well as good value for money in the diverse range of staff and their skill sets

		<ul style="list-style-type: none"> • Success in delivering relevant projects <p>Please submit no more than 4 pages of A4, Arial, Font 11 for the outline of staff involved (plus CVs – limit 2 pages for these). The organogram should be uploaded as a separate document and does not count towards the page limit. Please upload a document with the filename: “E04 – Your Organisation Name”</p> <p>Any responses exceeding 4 sides of A4 will not be evaluated beyond the last page.</p>
E05: Sustainability and Social Value (minimum score threshold 20 will apply)	10%	<p>The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation, and procurement. These support the Government’s green commitments. The policies are included in the Authority’s sustainable procurement policy statement published at:</p> <p>https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</p> <p>Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability and social impacts, including employing a diverse pool of individuals. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organisation’s approach.</p> <p>Your response should:</p> <ul style="list-style-type: none"> • Demonstrate that the Tenderer has a sustainability policy in place; and • Provide evidence of your organisation’s approach to Sustainability and Social Value. • How will you ensure that all practices used in this contract meet Defra’s sustainable procurement standards? • How will you ensure that Sustainability and Social Value considerations are implemented in the development of this contract?

		<p>A “Fail” will be allocated to a response that does not demonstrate any evidence of Sustainability and Social Value policies.</p> <p>Please upload a document with the filename: E05 Your Organisation Name.</p> <p>Your response must be a maximum of two sides of A4, font size 11 addressing the below questions. Any responses exceeding two sides of A4 will not be evaluated beyond the last page. Please provide a link to your sustainability policy, or upload a copy separately, this will not count towards the page limit.</p>
F01: Diversity and Equality	Pass/Fail	<p>Please provide an account of how your organisation will comply with equality legislation in the delivery of this contract.</p> <p>A “Fail” will be allocated to a response that does not demonstrate any evidence of Meeting the requirements of diversity and equality.</p> <p>Please upload a document with the filename: F01 Your Organisation Name, and any associated supporting documents.</p> <p>Your response must be a maximum of two sides of A4, font size 11 addressing the below question. Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>

Evaluation of Responses

Evaluation of Responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Responses applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

During the consensus meeting, the decision may be taken that a Response will not be carried forward to the next evaluation stage if the consensus view is that the Tenderer has failed to meet any minimum or mandatory requirements, and/or provided a non-compliant response.

Scoring Criteria

The following scoring criteria is to be used when evaluating responses to Stage 3 Technical Questionnaire. A Tenderer's response will be assessed against the detailed criteria provided for each question E01, E02, E03, E04 and E05 and be assigned a Descriptor and score from the table below:

Descriptor	Score	Definition
Very good	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.
Moderate	50	Addresses most of the requirements with most of the relevant supporting information set out in the Bidder Pack. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.
Weak	20	Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met.
Unacceptable	0	No response or provides a response that gives the Authority no confidence that the requirement will be met.

Calculation Method

Providing the bidder has met any mandatory criteria and minimum quality thresholds, the total weighted scores are calculated as follows:

Technical (WT)

First divide **Bidder's Total Technical Score** by the **Highest Technical Score**, then multiply by the **Technical weighting** to get the **Technical weighted score**.

$$\frac{\text{Bidder's Total Technical Score}}{\text{Highest Technical Score}} \times \text{Technical Weighting} = \text{Technical weighted score}$$

Commercial (WC)

First divide **Lowest Commercial Score** by the **Bidder's Total Commercial Score**, then multiply by the **Commercial weighting** to get the **Commercial weighted score**

$$\frac{\text{Lowest Commercial Score}}{\text{Bidder's Total Commercial Score}} \times \text{Commercial Weighting} = \text{Commercial weighted score}$$

The Total Score (weighted) is then calculated by adding the Total Weighted Technical Score to the Total Weighted Commercial Score: **WT+ WC**.

Section 5: Appendices

1. Definitions

Unless the context otherwise requires, the following words and expressions used within the Bidder Pack (except for Section 3: Terms and Conditions of Contract) shall have the following meanings to be interpreted in the singular or plural as the context requires.

TERM	MEANING
“Authority”	the Department for Environment, Food and Rural Affairs acting as part of the Crown
“Bidder Pack”	this invitation to tender and all related documents published by the Authority and made available to Tenderers.
“Contract”	the contract (set out in Appendix B) to be entered into by the Authority and the successful Tenderer.
“EIR”	the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to those Regulations.
“eSourcing system”	eSourcing system is the eSourcing system used by the Authority for conducting this procurement, which can be found at https://defra-family.force.com/s/Welcome .
“FOIA”	the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under that Act together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to that legislation.
“Form of Tender”	means the form contained in Annex 2 to the Procurement Specific section of the Bidder Pack which must be signed, scanned and uploaded into the Authority’s eSourcing System by the Tenderer to indicate that it understands the Tender and accepts the various terms and conditions and other requirements of participating in the exercise.
“Information”	means the information contained in the Bidder Pack or sent with it, and any information which has been made available to the Tenderer by the Authority, its employees, agents or advisers in connection with the procurement.
“Involved Person”	means any person who is either working for, or acting on behalf of, the Authority in connection with this procurement and/or the Contract including, without limitation, any officer, employee, advisor, agent, member, partner or consultant”.
“Pricing Schedule”	the form accessed via eSourcing system in which Tenderers are required to submit their pricing information as part of a Tender.
“Regulations”	the Procurement Act 2023 and associated regulations.
“Relevant Body	means any other organisation, body or government department that is working with or acting on behalf of the Authority in connection with this procurement and/or the Contract including, without limitation, its officers, employees, advisors, agents, members, partners or consultants.

“Response”	means the information submitted in response to the Bidder Pack via the online response forms on eSourcing system including the Tenderer’s formal Tender.
“Specification of Requirements”	the Authority’s requirements set out in Section 2 of the Bidder Pack Procurement Specific Requirements.
“Tender”	the formal offer to provide the goods or services described in section 1.1 of part 1 of the Bidder Pack and comprising the responses to the questions in eSourcing system and the Pricing Schedule.
“Tenderer”	anyone responding to the Bidder Pack and, where the context requires, includes a potential tenderer.
“Timetable”	the procurement timetable set out in Section 1 of the Bidder Pack Procurement Specific Requirements.

2. Form of Tender

The Form of Tender document is located on the Authority's eSourcing system

It is to be printed, signed, scanned and uploaded into the Authority's eSourcing System as instructed within the eSourcing system

3. Specification

For information. Located on the Authority's eSourcing system.

4. Conditions of Contract

For information. Located on the Authority's eSourcing system.