



# Part 1

## Instructions, Background, Specification & Evaluation Process

(Information to read and digest before completing Part 2)

Contract reference:

Title of work to be undertaken:

Call for Competition, up to a maximum of  including any contingency] Grant Funds

Submissions must be submitted via the [Met Office Procurement Portal](#) no later than

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## Definitions

Unless otherwise provided or the context otherwise requires the following expressions shall have the meanings set out below:

<b>Call</b>	is this process whereby Bidders respond to this Call
<b>The Authority / Grant Awarder</b>	means the Met Office
<b>Work Package Leads</b>	means the individuals responsible for monitoring and directing the Work Package deliverables
<b>Met Office Project Office</b>	means the individuals responsible for monitoring and directing the WCSSP Programme
<b>Project Objectives</b>	as described in Part 1 paragraph 2.4
<b>Bid/ Submission / Call Submission</b>	is a response to this Call including Call documentation
<b>Bidder</b>	means an organisation that has submitted a Bid or multiple bids for grant funding against this Call
<b>Call Objective</b>	As described in Part 1 paragraph 2.6
<b>Grant Activities</b>	means the provision of the activities, milestones, and all associated contractual outputs in relation to the Grant Award Terms and Conditions
<b>Grant Award Term</b>	the period of time or term of the Grant Award, initiating from the date of the Grant Award
<b>Grant Award Terms and Conditions</b>	includes all of the terms and conditions referred to in this Call
<b>Grant Award</b>	means the execution of an agreement by the Grant Awarder by way of sending the Grant Awardee an authorised purchase order
<b>Grant Awardee / Beneficiary</b>	the organisation that receives the Grant Award
<b>Grant Fund Awarded</b>	the <input type="text"/> sum that this Call relates
<b>In-country</b>	means within China
<b>Partners</b>	means organisations that are engaged with the Authority to meet the Project Aims
<b>Research Package</b>	is the Research Plan and associated activities which the grant is funding
<b>Research Plan</b>	is the plan submitted by the Bidder against Part 2

[illegible]

**Section one: Instructions to bidders (Information only)****1.1 Instructions to Bidders**

- 1.1.1 Please read this entire document before completing your return. **Eligibility criteria are shown in point 1.13.** The information disclosed in this form will be used for evaluation purposes, except where indicated otherwise.
- 1.1.2 If any aspect of the call documents or the services to be provided requires clarification, please submit your questions via the Met Office Procurement Portal - all questions will be responded to and all new information to Bidders made public via the portal, unless they are agreed as commercially confidential with the bidder raising the point of clarification. The identity of Bidders raising any questions will remain confidential. The deadline for submitting clarification questions is as specified in the Indicative Timeline at the end of Part 1.
- 1.1.3 This Call must be fully completed even if you have previously submitted information. It is not sufficient to cross-refer to previous responses.
- 1.1.4 Please answer all appropriate questions. You may continue on a separate sheet where necessary, but any information exceeding the maximum response length (if stated) will be disregarded. Your replies (including any supporting documentation) must be clearly referenced.
- 1.1.5 A copy of your response must be submitted via the **Met Office Procurement Portal** no later than the Call Return Date. Responses uploaded after the time stated or not properly completed may be disregarded. The form of the submission should follow:
- Upload a completed and signed copy of Part 2
  - Upload the Research Plan
  - Upload a zip file containing all supporting documents
- 1.1.6 Multiple bids can be submitted from a single organisation where they are led by different academic departments.

**1.2 Procurement representative contact details (If you have any issues with the process/Met Office Procurement Portal):**

Claire Gray  
Grant and Contracts Manager  
Met Office Procurement Team  
FitzRoy Road  
Exeter EX1 3PB

**Telephone: 01392 886997**

**Email: [claire.gray@metoffice.gov.uk](mailto:claire.gray@metoffice.gov.uk)**

**1.3 Conditions for the Grant Award**

- 1.3.1 The Bid submitted shall be subject to the Grant Award Terms and Conditions contained within this document. Responses by Bidders made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone.
- 1.3.2 The Authority does not bind itself to accept the lowest or any Bid submission, and reserves the right to accept a Bid submission either in whole or in part, for such item or items specified in this Call, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as proposed separately.

**1.4 Innovative Submissions**

- 1.4.1 You are encouraged to submit an Innovative submission, unless expressly directed otherwise. An Innovative submission is one that proposes an alternative approach to, or method of, meeting the Authority's requirement, or some reasonable relaxation of the conditions of this Call which might provide better value for money. The Authority will give full and careful consideration to any innovative solution. To facilitate consideration, an Innovative submission should be offered, so far as possible, on the basis of the conditions of this Call.

1.4.2 The Authority reserves the right to accept an Innovative submission, where it considers that this meets its requirements. The Authority's decision will be final in this regard.

1.4.3 The Authority will not ordinarily seek to use an Innovative submission as the basis for a further round of bidding, having given all the Bidders the encouragement to think radically. Where the Authority considers that the bidding exercise has been ineffective, or an Innovative submission has revealed its requirement to have been expressed in terms that inhibited the achievement of best value for money, it may determine that the requirement should be amended, and may seek new or revised submissions. In doing so the Authority may need to take account of the broad general features of innovative solutions. By submitting an Innovative submission, you shall be regarded as having authorised the Authority to use such broad general features of that innovative solution as the Authority considers necessary for the purpose of seeking any new or revised submissions. You may mark or otherwise identify areas of particular commercial sensitivity in the Innovative submission that require prior discussion with the Authority on measures to protect your company's commercial interests in any exercise to seek new or revised submissions.

## **1.5 Funding**

1.5.1 The Authority reserves the right to discontinue the competition process at any time, which shall include the right not to award funding.

1.5.2 The Authority shall not be liable for any costs or expenses incurred by any candidate or bidder in connection with the completion and return of the information requested.

1.5.3 The Authority will not be bound to fund any additional costs, fees or charges which have not been included in the Disbursement Plan (Annex B of the Research Plan submitted against Part 2). Any costs over budget will not be paid.

1.5.4 The Grant shall be used by the Bidder for the delivery of the Project in accordance with the agreed budget set out in the bid documents attached. For the avoidance of doubt, the amount of the Grant that the Bidder may spend on any item of expenditure listed shall not exceed the corresponding sum of money without the prior written agreement of the Authority. In addition, monies must be spent in the correct corresponding year and will not be transferred.

## **1.6 Call Material (Your Submission/Bid)**

1.6.1 Call (Your Submission) Material means information (including drawings, handbooks, manuals, instructions, specifications and notes of pre-submission clarification meetings, in whatever form or medium), patterns and samples, issued to you by the Authority, or to which you have been given access, for the purposes of this Call. Call Material remains the property of the Authority or other owners and is released solely for the purpose of submissions. You shall notify Procurement without delay if any additional Call Material is required for the purpose of submitting a submission.

1.6.2 Intellectual Property Rights in Call Material. The Intellectual Property Rights in Call Material may belong to the Authority or a third party. The Call Material may only be used for the purpose of responding to this Call and shall not be copied, or disclosed to anyone other than your employees involved in the preparation of the submission, without the prior written approval of the Authority. The Authority, or the third party owner may suffer damage for which compensation may be sought from you, if you disclose the Call Material other than to employees involved in the submission preparation, or use the Call Material other than for the purpose of submission.

1.6.3 Confidentiality Agreements. Some or all of the Call Material issued may already be the subject of Confidentiality Agreements. The provisions of such Agreements are in addition to, and not in substitution for, any obligations arising from receipt of or access to Call Material under the terms of this Call, and the provisions of the two preceding paragraphs above.

## **1.7 Samples**

1.7.1 Where it is indicated that samples may be required for evaluation, you must be prepared to submit them without charge. Samples should be clearly labelled with the following particulars:

- Bidders name and address;
- Call Reference and due date for return of responses; and
- Description and item number as shown in the Specification

## 1.8 Equipment Purchase

- 1.8.1 Where equipment is purchased under the Grant Award, it is a condition that the purchase must be approved in advance by the Authority if the asset has an initial cost of £10,000 or greater.
- 1.8.2 The Bidder must provide the following information with their submission:
- The purpose of the purchase
  - The value for money considerations
  - The life of the asset
  - The value of the asset at the end of the project

## 1.9 Notification of Inventions, etc

- 1.9.1 In your submission you shall notify the Authority of:
- 1.9.1.1 Any invention or design the subject of, or application for, Patent or Registered Design rights of which you are aware is owned by a third party and which appears to be relevant to your Bid.
- 1.9.1.2 whether you are subject to any restriction (including any export requirement or restriction) as to the disclosure or use or obligation to make payments in respect of any other intellectual property (including technical information) required for the purpose of any Grant Award Terms and Conditions relevant to your Bid.
- 1.9.1.3 any allegation of infringement of intellectual property rights made against you which could affect the performance of any Grant Award Terms and Conditions relevant to your Bid.;
- 1.9.1.4 any patent or registered design, or application for, owned or controlled by you which appears relevant to your Bid, which may give rise to a claim to the Authority under Sections 55 and 56 of the Patents Act 1977, or Section 12 of the Registered Designs Act 1949.
- a) You shall at the request of the Authority provide particulars of every restriction and obligation referred to in sub-paragraph. 1.3.7(a)(ii).

## 1.10 Freedom of Information, Transparency and Environmental Information Regulations

- 1.10.1 Bidders should be aware that, should they be awarded funding the outline of the award will be published by the Authority to the general public in line with government policy set out in the Prime Minister's letter of May 2010. ([www.gov.uk/government/news/letter-to-government-departments-on-opening-up-data](http://www.gov.uk/government/news/letter-to-government-departments-on-opening-up-data))
- 1.10.2 Before publishing, the Authority may redact any information which would be exempt from disclosure if it was the subject of a request for information under the Freedom of Information Act 2000 ("the FOIA") or the Environmental Information Regulations 2002 ("the EIR").
- 1.10.3 The FOIA and the EIR provide a more general statutory right of access to information held by or on behalf of public authorities, including information provided by third parties such as suppliers. This right of access is subject to a number of exemptions, including confidential information and commercially sensitive information. Further details of the Met Office's policy on FOIA can be found on the Met Office web site [www.metoffice.gov.uk/corporate/legal/foi](http://www.metoffice.gov.uk/corporate/legal/foi) click on Freedom of Information located at the bottom of the page.
- 1.10.4 **Bidders should note that the suppliers Company details may be released under the FOIA or the EIR, whether successful or unsuccessful at any stage of the tender process. Bidders should be clear throughout the process in stating what information they reasonably consider to be commercially sensitive.**
- 1.10.5 **In order to assist the Authority in applying the exemptions in the FOIA and the EIR, Bidders should complete the attached Bidders Commercially Sensitive Information Form at Part 2 (Appendix A), explaining which parts of their submission they consider to be commercially sensitive. Bidders are also requested to include on the Form the details of a named individual who may be contacted with regard to FOIA and EIR.**

- 1.10.6 Bidders should note that, while their views will be taken into consideration, the ultimate decision whether to publish or disclose information provided to the Authority lies with the Authority. Bidders are advised to give as much detail as possible on the Form. It is highly unlikely that a submission will be exempt from disclosure in its entirety. Should the Authority decide to publish or disclose information against the wishes of a bidder, the bidder will be given prior notification.

### 1.11 Status of Information

- 1.11.1 Although every care has been taken in preparing this Call with information obtained from sources considered to be reliable, it has not been independently verified by the Authority, or its employees, agents or advisers (each a “Connected Person”) and no representation, warranty or undertaking, express or implied is made, and no responsibility or liability (including for negligence) will be accepted by the Authority or any Connected Person as to the accuracy or completeness of this Call or any other written or oral information made available to any Bidder or its advisers. It should not be assumed that any information contained in this Call will remain unchanged after the date hereof. Neither the Authority nor any Connected Person shall be liable for any loss or damage as a result of reliance on this Call or any other information provided to Bidders.
- 1.11.2 Information provided by the Authority or Connected Persons to interested parties will be given in good faith, but Bidders will have to make their own investigations and interpretations as to its veracity, and no liability will be accepted by the Authority or any Connected Persons for the accuracy or completeness (whether or not within this Call).
- 1.11.3 Nothing in this Call excludes or limits the liability of the Authority or any Connected Person for fraudulent misrepresentation or death or personal injury caused by the negligence of the Authority or any Connected Person.

### 1.12 State Aid

- 1.12.1 State Aid may be applicable, dependent upon organisational set up and business activities, it is recommended that independent legal advice is sought to establish the impact prior to submission as it may affect the percentage of funding assigned.

### 1.13 Eligibility

- 1.13.1 The following criteria must be met by the organisation submitting a bid against Newton funded Calls in order to be eligible to apply or be awarded funds against this Call:
- Demonstrate in the Bid, how it contributes to the Newton Fund aim to develop science and innovation partnerships.
  - How ODA compliance is demonstrated.
  - Must be a UK operating and registered organisation.
  - Consortium bids are eligible; a lead partner must be nominated for payment and agreement purposes and must be a UK operating and registered organisation. Details of all consortium members must be provided
  - Funding can only be used to fund new activity for the costs incurred.
  - There must be an in-country economic and societal benefit to which must be demonstrated.
  - The activity must last the full duration of the Grant Award Term specified
  - There must be a willingness to work with Authority and other organisations and individuals associated with the Programme.
  - Be willing to work with other funding authorities to ensure delivery costs represent the most efficient use of resources to deliver the overall Programme over the Grant Award Term.
  - Bidders are not expected to have in-country Partners to respond to this call. The bilateral partnership nature of the Newton Fund means that effort by in-country researchers is supported by our existing in-country partners as standard. In-country partners are:

CMA: [www.cma.gov.cn/en2014/aboutcma](http://www.cma.gov.cn/en2014/aboutcma)

IAP: <http://english.iap.cas.cn/>

### 1.14 Advertising and Communications

- 1.14.1 All advertising and communications, following a Grant Award Purchase Order shall be subject to approval by the Authority. Requests must be made in writing to the contracting Authority.

- 1.14.2 Unauthorised communications, inclusive of public advertisements may result in revocation of any award and repayment of Grant Award or part of that sum.
- 1.14.3 Details of bids may be shared with independent assessors outside of Authority, and may also be shared with in-country Partners and BEIS for review purposes.



Section two: Call Information

2 Introduction to the Met Office (Authority)

- 2.1.1 The Met Office has been operating as a Trading Fund since 1996, originally as an Executive Agency of the UK Ministry of Defence (MoD). As part of a Machinery of Government change in July 2011 the Met Office became an Executive Agency of the Department for Business, Energy and Industrial Strategy (BEIS). As the UK’s national meteorological service, it provides a range of products and services to a large number of public and private sector organisations. It also represents the UK within the World Meteorological Organisation (WMO) and plays a prominent role in international meteorology.
- 2.1.2 The Met Office is one of the world’s leading providers of environmental and weather-related services. It delivers proven weather related services for many different types of industry on a twenty-four hour basis. Many of these services are time critical. The Met Office is involved in many areas of research and development in the fields of atmospheric and oceanic sciences and observations. Its research and development activities aim to improve the accuracy of its forecast services and the efficiency with which they can be produced. This enables its customers to benefit from the progressive international advancement of weather forecasting techniques.
- 2.1.3 The Met Office recognises the effect upon the environment its operations may have and sets clear commitments to minimise our environmental impacts through an Environmental Policy and the operation of its Environmental Management System (EMS), certified to the ISO14001 standard. It encourages environmental awareness amongst those working for or on behalf of the Met Office, promoting the efficient use of resources and compliance with applicable environmental legislation and other requirements as appropriate to its business.
- 2.1.4 Further information about the Met Office is available on the following website: [www.metoffice.gov.uk](http://www.metoffice.gov.uk)

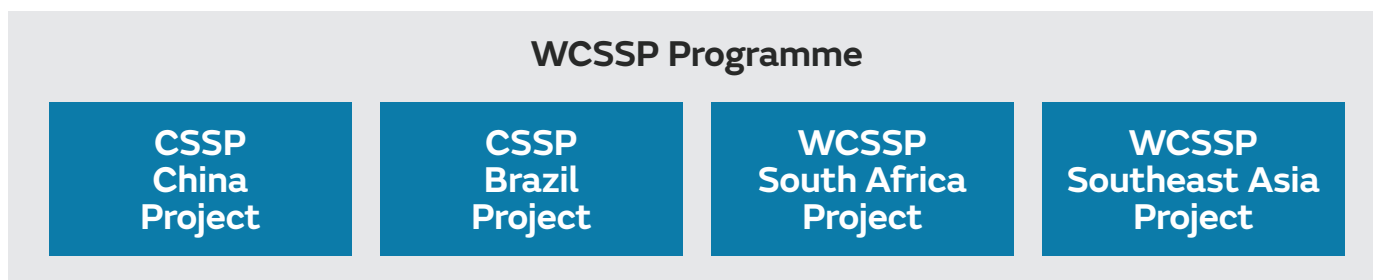
2.2 Specification

- 2.2.1 The Call specification has been written to align to the following hierarchy of wider aims and objectives:



## 2.3 Newton Fund

- 2.3.1 The Newton Fund builds scientific and innovation partnerships with partner countries to support their economic development and social welfare, and to develop their research and innovation capacity for long-term sustainable growth. It has a total UK Government investment of £735 million up until 2021, with matched resources from the partner countries. The Newton Fund is part of the UK's official development assistance (**ODA**). The Newton Fund is managed by the UK Department for Business, Energy and Industrial Strategy (BEIS), and delivered through 15 UK Delivery Partners, which include the Research Councils, the UK Academies, the British Council, Innovate UK and the Met Office. For further information visit the Newton Fund website ([www.newtonfund.ac.uk](http://www.newtonfund.ac.uk)) and follow via Twitter: [@NewtonFund](https://twitter.com/NewtonFund).
- 2.3.2 The Met Office is administering the Newton Fund through the Weather and Climate Science for Service Partnership (WCSSP) Programme, comprising Projects to develop partnerships harnessing UK scientific expertise to build the basis for strengthening the resilience of vulnerable communities to weather and climate variability. CSSP China is a project in the WCSSP Programme:



For more information please refer to [www.metoffice.gov.uk/newton](http://www.metoffice.gov.uk/newton)

## 2.4 Climate Science for Service Partnership for China (CSSP China) Project Objectives

- 2.4.1 This project aims to accelerate climate science R&D programmes to underpin development of climate services that help build resilience to climate vulnerability.
- 2.4.2 The three primary outcomes of CSSP China will be:
- A strong strategic partnership between UK and Chinese climate scientists;
  - Accelerated and enhanced collaborative science R&D programmes;
  - Climate services, developed in partnership, based on the climate science research & development programme.
- 2.4.3 Specific project themes include:
- 1) Monitoring, attribution and reanalysis to improve understanding of climate and its short- and long-term variations;
  - 2) Global dynamics of climate variability and change with the overall aim of improving regional climate predictions;
  - 3) East Asian climate variability and extremes to improve understanding of regional modes of climate variability, their teleconnections and impacts on regional water cycle and climate extremes within East Asia;
  - 4) Development of models and climate projection systems to underpin the modelling capability within climate prediction programmes; and
  - 5) Climate Services to assist decision-making by individuals and organisations enabling better management of risks and opportunities arising from climate variability and change.
- 2.4.4 The WCSSP Programme and the Projects within the programme are managed in line with PRINCE 2™ standards; a process-based method for effective project management commonly used as best practice.
- 2.4.5 The Met Office Project Office with Work Package Leads will monitor progress from external suppliers and collaborate with their in-country counterparts to ensure that scientific progress meets the jointly agreed aims of the CSSP China Project.

2.5 Work Package Objectives

2.6 Objective of this Call

2.7 Anticipated outputs or results

## 2.8 Required Milestones

- 2.8.1 Bidders are required to propose a set of milestones by which progress against Call Objectives can be monitored.
- 2.8.2 The Project is obliged to report monthly to the Met Office Project Office and Work Package Leads to ensure the Project is on track and working towards the major deliverables and realising the benefits.
- 2.8.3 Therefore bidders should propose suitable milestones, incorporating but not limited to, those project reporting processes listed below to enable project performance management.

Project Reporting Frequency	Requirements
<b>Monthly Updates</b>	Progress reports including highlights, issues and risks to the Met Office Project Office and Work Package Leads (contact details of to whom and when to be provided upon successful award)
<b>Annual Report (if applicable) – after initial 12 months of Grant Award Term</b>	Report at the end of the first year detailing progress in the Research Package, future work including updates to the Research Plan, issues and risks
<b>Final report – on completion of Grant Award Term</b>	Report summarising the work undertaken and the research outputs; details of known outcomes and Project benefits achieved
<b>Cover sheet for deliverables and journal papers</b>	Cover sheet summarising the research in each deliverable/journal paper and the impact of the work towards the overarching aims of the CSSP China project

## 2.9 Funding Structure

- 2.9.1 The Grant Fund Awarded must include all bidder costs, i.e. the best that can be delivered for the grant funding available. This should be the full economic cost (FEC): Universities may claim up to 80% of FEC, all other research organisations (including research council institutes e.g. NERC centres, public sector research establishments, non profit research and technology organisations) 100% of FEC.
- 2.9.2 As the grant funding available is fixed inclusive of irreclaimable VAT (VAT that can be recovered cannot be defined as a cost as the funds are recovered) over a  year contract period. Bidders should note that this will be split over  financial years as follows:

Financial Year		
20 <input type="text"/> /	20 <input type="text"/> /	20 <input type="text"/> /
Funding		
£ <input type="text"/> k	£ <input type="text"/> k	£ <input type="text"/> k

- 2.9.3 A Disbursement Plan is required as part of your Bid to confirm that it falls within this funding structure.
- 2.9.4 Bidders should note that there is no flexibility to roll over unspent funds into a subsequent period.
- 2.9.5 Bidder should note invoices should be raised by the 20th of each month when required.

## 2.10 Evaluation Process of the Bids received

### 2.10.1 The evaluation will be based on 90% Quality, 10% Value for Money

2.10.2 This Call consists of a single stage process.

### 2.10.3 Evaluating Quality

The Quality responses to Section 3 of the response document (Part 2) will be marked on a 5 point scale against a pre-defined matrix as per below and weighted in significance as set out in Section 3 of the response document (Part 2).

Score	Explanation
<b>0 points</b>	<b>Unacceptable (Major issues):</b> Question not answered (or in the case of information requests, provides no meaningful detail.)
<b>1 point</b>	<b>Poor Response:</b> Only partially answers requirement or information request and/or major deficiencies and/or; little relevant detail proposed and/or; response is significantly inconsistent with responses to other questions reducing confidence.
<b>2 points</b>	<b>Weak Response:</b> Response addresses requirement or information request but has deficiencies e.g. Some useful evidence provided, but parts of response are slightly inconsistent with responses to other questions, reducing confidence.
<b>3 points</b>	<b>Satisfactory Response:</b> Sufficient evidence that response meets all the associated requirements and is explained in adequate detail.
<b>4 points</b>	<b>Good Response:</b> Response meets all the associated requirements and is explained in reasonable detail.
<b>5 points</b>	<b>Very Good Response:</b> fully meets all the associated requirements and is explained in comprehensive detail. All elements of the response can be considered very good response, with no way that they could be improved. Includes complete justifying evidence, with full description, including description of techniques and measurements employed.

#### **Comprehensive detail:**

Identifies each associated requirement accurately and explains how each individual element will be met, and where relevant includes back up plans. There is little or no doubt that the objective of the bid associated with this requirement will be met.

#### **Reasonable detail:**

Identifies the majority of the associated requirements accurately and explains how each individual element will be met. It is fairly clear how the objective of the bid associated with this requirement will be met but a few elements require additional detail in order to be certain of this.

#### **Adequate detail:**

In the most part, explains how the associated requirements will be met. It is entirely possible that the requirement will be met but several elements are not identified and addressed sufficiently to be certain of this.

2.10.4 It is paramount for the bidder to identify areas of excellence in the Bid as well as a flair for organising time through appropriate plans, deliverables and milestones and linking this to appropriate defrayment schedules. A statement of the form 'this requirement will be met' is not sufficient. If any of the quality questions scores 1 or less, the Bid will not be evaluated any further. The responses must provide sufficient detail to give the confidence that you have the experience and capability to meet each requirement.

2.10.5 Overall, a total score of above 50% must be achieved for a proposal to be successful, and may be subject to further clarification. Proposals scoring less than 50% may be disqualified or further clarification sought.

2.10.6 Bids will be evaluated on the basis on  Quality (responses to the Quality technical questions – Part 2, Section 3) against the Evaluation Criteria as set out below.

### 2.10.7 Evaluating Value for Money

Value for money is an important consideration in proposal evaluation and all costs should be reasonable and necessary. This an opportunity to tell the Met Office how you offer value for money, considering time, quality and cost.

#### Evaluation Criteria

2.10.8 Quality –  (Q1 of section 3 of Part 2), 10% Value for Money.

	Criteria (5 points available per question)	%	Marked against document
	<b>Quality</b>	<input type="text"/> %	
<b>90% QUALITY</b>	<b>Q1.1 Quality of Research Plan</b> Merits of identified area of research and Research Plan: a) Plan and Approach (section 2, 3 and 5))(max 5 points available) b) Dependencies and Risks (section 4, 7 and 8, including resource plan and HPC) (max 5 points available) c) Benefits (section 6) (max 5 points available)	<input type="text"/> %	<b>Research Plan</b>
	<b>Relevant Science Expertise</b>	<input type="text"/> %	<b>Q1.2 and Q1.3 Response</b>
	<b>Developing International relationships experience and plan</b>	<input type="text"/> %	<b>Q1.4 Response</b>

	<b>Value for money</b>	<input type="text"/> %	<b>Section 5</b>
<b>VFM</b>	Describe, explain and evidence methods for delivering value for money.		<b>Section Four</b>
	<b>Compliance with Grant Award terms and conditions</b>		<b>Pass/Fail</b>
<b>Compliance</b>	Eligibility Confirmed <b>Supporting documents which must be included:</b> <ul style="list-style-type: none"> <li>Section Six: Declarations 1</li> <li>Section Seven: Declarations 2</li> </ul>		<b>Entire submission, in particular; Q3 Response, Section 5 Response &amp; Declarations</b>
	<b>Supporting Information</b>		<b>Pass/Fail</b>
	<b>Supporting information</b> Information may be referred to into the assessment of other sections where it provides greater clarity to the area being assessed. <b>Supporting documents include;</b> <ul style="list-style-type: none"> <li>ANNEX A - Submission's Commercial Sensitive Information Form (if applicable)</li> </ul>		<b>Entire submission, in particular; Q3 Response</b>

If the bid fails to meet any of the mandatory questions the Bid will not be evaluated any further.

2.11 Evaluation Panel

- 2.11.1 Bids will be reviewed and scored by a panel of subject matter experts against the Evaluation Criteria. The process will be supported by the Met Office Procurement Lead.
- 2.11.2 The evaluation panel will be made up of Met Office Science, Procurement and the Partnership Manager. Procurement to manage each element of the evaluation to ensure appropriate scoring, consistency of scoring, transparency and equal treatment within the confines of the process. The Authority reserve the right to invite 3rd parties to advise them on technical aspects of the proposals where required.
- 2.11.3 Any areas requiring clarification can be sought at this stage via the Discussions function on the Met Office Procurement Portal.
- 2.11.4 Bids may be sent to an independent reviewer and may be discussed with in-country Partners prior to award.
- 2.11.5 To complete the Evaluation, the outcome and recommendations are submitted to the related Work Package Project Board for approval.

2.12 Award

- 2.12.1 Subject to the Authority approval, a grant award notice will be issued to successful applicants in accordance with the indicative timetable.
- 2.12.2 Evaluation and selection of the successful offer will be based upon the Bidders ability to meet the requirements in line with the scope and conditions of this Call.

Indicative timetable

Stage	Target Times
The deadline for submitting clarification questions	
Bid Return Date through the Met Office Procurement Portal	
Evaluation Period	
Outcome Notification	
Grant Award Target Start Date	
Grant Award End Date	