

Supplier name:

Call for:

Call return date:



# Part 2

(Bidders to complete)

Contract reference:

Title of work to be undertaken:

Call for Competition, up to a maximum of   
Grant Funds

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

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Section three: Requirements (for the bidder to complete) - PART A – Quality Assessment

3.1 Quality Questions (90% of the overall score)

The following section is used to evaluate the quality of the Grant Activities (as defined in the Newton Fund WCSSP Programme Terms and Conditions) required to meet the Call Objectives. Bidders should give sufficient detail to explain the way in which the requirement is met and provide examples. Please use the box provided below each question to detail your response. Bidders must achieve the minimum score of either 2 or Pass against each criteria for each question. If any question does not achieve this it will result in an unsuccessful bid.

Please note that BEIS have unrestricted access to the evaluation documents.

%	Quality of research plans								
Q1.1	Using the template provided, please provide a clear Research Plan of the proposed research to respond to the following assessment sub criteria:								
	<table><tr><th>Overall weighting</th><th>Sub criteria</th></tr><tr><td>%</td><td>a) Plan and Approach (section 2, 3 and 5) (max 5 points available)</td></tr><tr><td>%</td><td>b) Dependencies and Risks (section 4, 7 and 8, including resource plan and HPC) (max 5 points available)</td></tr><tr><td>%</td><td>c) Benefits (section 6) (max 5 points available)</td></tr></table>	Overall weighting	Sub criteria	%	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)
	Overall weighting	Sub criteria							
	%	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)								
	NB: If high performance computing (HPC) access is required then please also submit a mitigation plan identifying an alternative research path should you be unable to secure access to HPC.								
Response	Please use the template Research Plan included at Appendix B								

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<div>%</div>	Relevant Science Expertise and track record of the team, including of working in projects where the science is intended for user services, planning or decision making and experience of successful scientific collaboration.
Q1.2	<div>Please describe experience in...</div> <div></div> <div>5 points available</div>
Response	

Q1.3	<div>Please provide expertise and track record of the team/person undertaking the work. If CVs are submitted, they must exclude any Sensitive or Personal data as defined by the Data Protection Act, e.g: photos, second name, and should be no longer than 2 pages.</div> <div>5 points available</div>
Response	

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%	Developing International relationships experience and plan
Q1.4	Please describe how the project will support a strong sustainable and systematic relationship between the UK's research base and in-country. Make reference to your most relevant stakeholder management experience. 5 points available
Response	

Section three: PART B – Official Development Assistance Application

Pass/Fail	Strength of ODA
Q2	<p><b>ODA Compliance</b></p> <p>Bids must be ODA compliant within the guidelines of Official Development Assistance (ODA), which underpins the purpose of the programme. There must be a clear and direct link to demonstrate that there is economic and societal benefit in-country by the proposed Bid.</p> <p>Further information can be found at: <a href="http://www.newtonfund.ac.uk/about/what-is-oda">http://www.newtonfund.ac.uk/about/what-is-oda</a></p> <p><b>Please evidence below how the submission meets this requirement and whether your approach is ODA compliant.</b></p>
Response	<p>Mark the correct statement below;</p> <p><input type="radio"/> I confirm that this submission qualifies against this ODA criteria.</p> <p><input type="radio"/> I confirm that this submission <b>does not</b> qualify against this ODA criteria.</p> <div></div>

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Section three: PART C – Eligibility & Compliance Assessment

Pass/Fail	Eligibility & Compliance Assessment
Q3.1	<b>Newton Fund Eligibility</b> In order to confirm Newton Fund eligibility, mark the correct statement below;
Response	Mark the correct statement below;  <input type="radio"/> I confirm that this submission qualifies against the eligibilty criteria as detailed in point 1.13 of Part One.  <input type="radio"/> I confirm that this submission <b>does not</b> qualify against the eligibility criteria as detailed in point 1.13 of Part One. <b>Note: Selecting this option will result in your bid being excluded</b>
Q3.2	<b>Due Diligence</b> In order to provide an explanation of the due diligence to be followed to ensure against fraudulent use of funds, please provide a statement and any supporting policies
Response	Mark the correct statement below;  <input type="radio"/> I confirm that the due dilligence and anti-fraudulent measures have been assessed and qualify as reasonable measures.  <input type="radio"/> I confirm that the due dilligence and anti-fraudulent measures either; <b>not</b> been assessed, or <b>do not</b> qualify as reasonable measures. <div></div>

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Q3.3	<b>Confirmation of Key Organisational Documents</b> Please confirm your Organisation has the following which are available with 3 working days of request: <ul style="list-style-type: none"><li>▪ Equal Opportunities Policy Statement</li><li>▪ Health &amp; Safety Policy Statement</li><li>▪ Staffing Structure to support Bid</li></ul>
Response	Mark the correct statement below;  <input type="radio"/> I confirm that we meet the requirement above.  <input type="radio"/> I confirm that <b>all</b> the above mentioned documents <b>do not exist</b> .
Q3.4	<b>3rd Party Funding</b> Is there any other funding or funding opportunities being pursued to support this activity? Could this proposal if successful be part funded? Please provide further detail.
Response	
Q3.5	<b>HPC</b> Is access to high performance computing (HPC) required by the bidder for research conducted in this call?
Response	<input type="radio"/> No  <input type="radio"/> Yes  <div>If HPC access is required you should use Annex C in the Research Plan to detail the mitigation plan identifying alternative research should you be unable to secure access to HPC (see Q1).</div> <b>NB:</b> if access to HPC is required by the Bidder then it is the <b>responsibility of the bidder</b> to source this. <b>This must be included in the Grant Fund Awarded as this is the total amount of funds available.</b>

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	<p>The Met Office supercomputing capability is not currently available for third party access.</p> <p>If HPC is a requirement of a Bid then the Bidder must source and price for this in their bid. The Met Office does not have a pricing policy, nor any sort of policy statement, that allows third party access to HPC <b>so it must not be assumed by Bidders that they can use Met Office HPC for runs they need to do for their proposed research.</b></p> <p>Bidders who need HPC for their research must also put in a separate mitigation plan identifying alternative research if they are unable to secure access to HPC. In addition to addressing this scenario in the mitigation plan, the Bidder could describe what they would do with the money originally allocated to HPC to extend the research – eg identify other deliverables - should the data/runs become available by other means (eg sometimes Bidders do not require the full amount of HPC access that they first imagined they would).</p>
<p><b>Q3.6</b></p> <p>In-country/UK</p>	<p><b>Attendance of Meetings</b></p> <p>There are likely to be 2 Science Meetings each year, 1 in-country and 1 in the UK</p> <p>Attendance at each meeting by at least one representative of successful bids is required.</p> <p>The exact timings of these meetings will be communicated to the Beneficiary in due course, to enable sufficient time to make own arrangements.</p> <p><b>NOTE: The cost of all travel and expenditure must be included in the Grant Fund Awarded and within the defrayment schedule as this is the total amount of funds available.</b></p>
<p><b>Response</b></p>	<p>Mark the correct statement below;</p> <p><input type="radio"/> I confirm that the above mentioned meetings are accounted for in this Bid submission.</p> <p><input type="radio"/> I confirm that the above mentioned meetings have <b>not been</b> accounted for in this Bid submission.</p>



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Q3.7	<b>Location of Activities (Not Scored for Information Only)</b> In order to provide further understanding of the activities please outline the expected locations of the Bid Activity
Response	
Q3.8	<b>Location and Storage of Data (Not Scored for Information Only)</b> In order to provide further understanding of the Bid Activities please outline the expected locations of the data use and storage?
Response	
Q3.9	<b>Specialist Resources (Not Scored for Information Only)</b> In order to provide further understanding of the Bid Activities please outline any specialist (IT/Science/ other) support requirements (including Met Office)?
Response	

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### Section three: PART D – STANDARD Compliance Assessment

Pass/Fail	Standard Compliance Assessment
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Please respond to all the following questions as indicated.

#### 1. Registered Company Details

☐ Please tick this box to confirm that the details below are held on your Met Office eTendering portal registration, they are given below as reference only and do not need to be reproduced within this document.

**Note: All information must relate to the company or division that is responding to this ITT except where specified otherwise.**

- Full legal name of Company and where applicable Registration Number.
- Company Status i.e. private or public limited partnership, etc.
- Address of registered office.
- Telephone number of registered office.
- Fax number of registered office.
- E mail address of registered office.
- Name and address of Parent Company if applicable.
- Is your organisation a Small or Medium Sized Enterprise (SME)?

#### 2. Finance and Insurance

The Met Office requires the following levels of insurance to deliver this contract.

- public liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Project;
- employer's liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project;
- Professional indemnity insurance (or equivalent confirmation that the risk can be covered by the organization) with a limit of indemnity of not less than one million pounds (£1,000,000) in relation to any one claim or series of claims arising from the Project.

Please confirm your organisation the level of insurances your organisation holds:

Public Liability Insurance	
Insurer	
Limit of Liability	
Expiry Date	

Professional Indemnity Insurance	
Insurer	
Limit of Liability	
Expiry Date	

Employers Insurance	
Insurer	
Limit of Liability	
Expiry Date	

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Section four: Value for Money and Pricing Schedule

10%

Value for money

Describe, explain and evidence your methods for delivering value for money in this project including efficiencies and value added activities.

For example: You may wish to consider spending less grant monies (giving £ detail) for the same outputs or delivering more activities for the grant available. How much time do you intend to dedicate to the project? What work packages are the PI and Co-Is involved with and why? Are there any in-kind contributions? Have you factored in enough time to work with project partners, visiting researchers and other collaborators?

Response

Pricing Schedule

Please provide a breakdown of project costs in the attached template (Appendix B). All prices must be in £ GBP (exclusive of VAT). All costs must be no more than the available budget of £  . Please add additional rows as required. VAT is recoverable by the Authority – it is recognised that when invoices are submitted these will be submitted with VAT (which will be recovered by the Met Office) hence the budget amount is £  exclusive of VAT.

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Section five:    **Newton Fund WCSSP Programme Terms and Conditions**

Pass/Fail

Compliance with Newton Fund WCSSP Programme Terms and Conditions

Newton Fund WCSSP Programme Terms and Conditions that apply to this work, please see Appendix C.

Please tick the relevant box below to confirm acceptance of the Newton Fund WCSSP Programme Terms and Conditions which includes all of the Call documentation.

- ☐ Accept
- ☐ Accept on condition of the amendment as detailed. This may be the only opportunity the Met Office provides to allow for minor administrative changes which do not affect the risk to the Met Office.

**NB: If the Newton Fund Grant WCSSP Programme Terms and Conditions are not met in full, the Met Office may deem the bid to be noncompliant and exclude the Bid from the evaluation process.**

Please itemise and track any suggested changes to the T&Cs using Appendix C. Please note changes will be accepted only in exceptional circumstances.

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Section six: Certification Body

A. Consortium

I/We the undersigned do hereby certify that:-

- i) the consortium's Submission is bona fide and intended to be competitive;
- ii) the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Bids being made or asked the amount of another Bid of the conditions or which the Submission is made;
- iii) the consortium has not informed any person outside the consortium other than the person calling for the Bids the amount or approximate amount of the Bid except where the disclosure in confidence of the approximate amount of the Bid was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Bid;
- iv) the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (ii) above or to inform the consortium of the amount or the approximate amount of any rival Bid for the Grant Award Terms and Conditions.

I/We further undertake that the consortium will not do any of the acts mentioned in (ii), (iii) and (iv) above before the hour and date specified for the return of the Bid.

B. Single Body Submissions

I/We the undersigned do hereby certify that:-

- i) My/our Bid is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Bid by or under in accordance with any agreement or arrangement with any other person;
- ii) I/we have not indicated to any person other than the person calling for the Bid amount or approximate amount of the proposed Bid except where the disclosure in confidence of the approximate amount of the Bid was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Bid;
- iii) I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from bidding or asked the amount of any Bid to be submitted;
- iv) I/we have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the said work any act or thing of the nature specified and described above.

I/we further undertake that, I/we will not do any of the acts mentioned in (i), (ii) and (iv) above before the hour and date specified for the return of the Bid.

For and on behalf of:	
Print name:	
Position Held:	
Signature:	
Date:	

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**Section seven: Declaration of Bid Submission**

**Contact Details for Transparency/Freedom of Information matters:**

<b>Name:</b>	
<b>Position:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	

**To the Met Office**

I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Bid either in whole or in part, to perform the Bid Activities, on such Grant Terms Award and Conditions, as are contained or incorporated in the Call. I/We agree and declare that the acceptance of this Call by the receipt of a Purchase Order from the Authority, whether for the whole or part of the Bid Activities included therein, will constitute the Grant Award Terms and Conditions for the supply of such Bid Activities, and, I/We agree to enter into a further agreement for the due performance of the Grant Award Terms and Conditions.

<b>Signed:</b>	
<b>Name:</b> (in block capitals)	
<b>Date:</b>	
<b>*In the capacity of:</b> (State official position, ie Director, Manager, Secretary etc)	
<b>E-mail Address:</b>	
<b>Telephone Contact Number:</b>	

\*(It must be clearly shown whether the bidder is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual bidder, the capacity in which he/she signs or is employed)

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Appendix A: Bid’s Commercial Sensitive Information Form (if applicable)

Named individual who may be contacted with regard to FOIA and EIR:

Call for Competition Reference No:

Description of Sensitive Information:

Reference(s) of where can be found in Bid:

Explanation of Sensitivity:

Details of potential harm resulting from disclosure:

Period of Confidence (if applicable):

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**Appendix B:    Template Research Plan and Pricing**



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**Appendix C:    Newton Fund WCSSP Programme Terms and Conditions**