

File 1 – Tender Information & Instructions

**Radiosonde Tender**

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# Introduction to the Met Office (Authority)

As a world leader in providing weather and climate services, we employ more than 1,700 people at 60 locations throughout the world. We are a Trading Fund within the Department for Business Energy and Industrial Strategy, operating under set targets and returning a dividend.

Recognised as one of the world’s most accurate forecasters, we use more than 10 million weather observations, an advanced atmospheric model and a high-performance supercomputer to create 3,000 tailored forecasts and briefings every day. These are delivered to a huge range of customers, from the Government, to businesses, the general public, armed forces, and other organisations.

As a foremost weather and climate service, we play a key role on the international stage by providing vital services, advancing global understanding through research and being an important participant in projects and organisations.

We are at the forefront of climate change research, playing a key role in helping determine the worldwide response to climate change. Our involvement in global collaborative projects includes advising the Intergovernmental Panel on Climate Change (IPCC) and our tailored advice and services help decision-makers and businesses across public and private sectors to manage risks and opportunities associated with a changing climate.

# Introduction to Met Office Radiosonde Requirement

The Met Office is looking for a supplier to supply a radiosondes, manual and automated launchers, and associated services for an **initial period of 5 years** with the option to extend up to a maximum of a further 5 years (10 years total).

Offers are to be received by Met Office Procurement in accordance with the Specification and Terms and Conditions contained within the Tender pack, and all other documents forming the contract.

# Further information for the requirement

Further information can be found in File 2- Background Information.

# Evaluation of Tender Returns and Contract Award Criteria

4.1 **MEAT:** Evaluation and selection of the successful offer will be based upon the Most Economically Advantageous Tender (MEAT), taking into account the below criteria.

4.2 **Essential Criteria:** Some requirements are fundamental to the service required and these will be scored as PASS or FAIL. Requirements of this kind which are not met will disqualify the tender from further consideration.

**4.3 Ranked Criteria:** Some requirements will be ranked as opposed to receiving a score based on a matrix or table. For example, is there are 3 bidders and there is a question on speed of message generation, the answer indicating the fastest generation speed would get 3 points, the next fastest 2 and the slowest 1 point.

4.4 **Basis for Evaluation:** Tenders will be evaluated on the following basis:

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Weighting** |
| 1 | Specification & Requirement Questions (sections 1-9) | 60% |
| 2 | Specification & Requirement Questions- Social Value- Net Zero (section 10) | 10% |
| 3 | File 3 - Pricing Schedule- Price | 30% |

4.5 **Marking:** Qualitative questions will be marked on a fixed four-point scale against a pre-defined matrix as below.

|  |  |
| --- | --- |
| **Description** | **Qualitative Score** |
| Requirement not met; response is unsatisfactory. | 0\* |
| Only partially meets requirement, with major deficiencies.  Little evidence provided of compliance. | 1 |
| Partially meets requirement, with deficiencies apparent. Some evidence of compliance provided but performance falls short. | 2 |
| Meets requirement but remains basic and evidence of compliance inconclusive.  | 3 |
| Response fully meets requirement with significant evidence of compliance. | 4 |

**\* Please note: For an essential criterion, a score of 0 will result in failure of the bid.**

4.6 **Response Quality**: A statement of the form ‘this requirement will be met’ is not sufficient. The responses must provide explicit and comprehensive detail to give the confidence that you have the experience and capability to meet each requirement.

**Where material for several questions overlaps, please either repeat content for each question or clearly reference the related question and section- not all reviewers will be reviewing all of the questions. In the absence of any explicit cross reference bids will be marked on the content of each question response in isolation.**

4.7 **Overall price score:** Met Office has provided an indicative spend pattern with quantities and years in the pricing table. This must be completed as this is the scored part of the pricing evaluation. The lowest cost bid will get the full marks with other suppliers being awarded a pro-rata’d percentage.

4.8 **Field Trials and site visits:** Trials and site visits will form an integral part of the evaluation process, being used to verify and moderate initial written responses to the technical requirement. Based on the initial paper-based evaluation of each supplier’s response, up to three (3) suppliers will be selected for participation in the trial process and site visits, using the highest overall compliant scores. The areas and capabilities that will be evaluated during the field trials and site visits are clearly marked as such in File 4c Specification and Requirements.

# Indicative Timetable for Tender

|  |  |
| --- | --- |
| Stage | Target Times |
| ITT Issued | 16 May 2022 |
| Deadline for ITT questions to be submitted | 8 June 2022 |
| Deadline for ITT questions to be answered | 13 June 2022 |
| ITT Submission date | 20 June 2022 |
| Field Trials  | Mid July to end of September 2022 |
| Site Visits | Mid July to end of September 2022 |
| Intention to award notification | Mid January 2023 |
| Target Start Date | 30 January 2023 |

# Instructions to Bidder

Please read all the documents included in the Tender Pack before completing your return. The information you disclose in the schedule responses will be used for evaluation purposes, except where indicated otherwise.

# Clarifications

If you need to clarify any aspect of the contents of the Tender pack, please submit your questions via the [Met Office e-Tendering portal](https://procontract.due-north.com/Login). All questions will be responded to and made public to all Bidders 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 **8 June 2022**.

# ITT Submission

A copy of the Tender document must be submitted **no later than 1200** on **20 June 2022** via the Met Office Portal:

[**https://procontract.due-north.com/Login**](https://procontract.due-north.com/Login)

Tenders uploaded after the time stated or not properly completed may be disregarded. Tenders are submitted at the Bidder’s risk and the Met Office is not liable for any costs incurred by the Bidder or for non-receipt of a bid.

# Contents of Tender Pack

The following table outlines the documents that make up the Tender Pack. All documents MUST be read by the Bidder. Documents that require completion by the Bidder are also highlighted.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DOCUMENT FILE NAME** | **OVERVIEW OF CONTENTS** | **COMPLETION BY BIDDER REQUIRED** |
| 1. | Radiosonde File 1 - Tender Information | This document | NO |
| 2. | Radiosonde File 2 - Background Information | Background to the requirements, details of existing sites and usage | NO |
| 3. | Radiosonde File 3 - Pricing Schedule | The commercial offering from a Bidder for this ITT | **YES** |
| 4. | Radiosonde File 4a - Standard Questionnaire | Standard government tender questionnaire including grounds for exclusion from the process | **YES** |
| 5. | Radiosonde File 4b - Evidence of Contract Example | Supporting examples of other related contracts required from Bidder | **YES** |
| 6. | Radiosonde File 4c – Specification and Requirements | Main qualitative Tender Response- Bidder required to complete | **YES** |
| 7. | Radiosonde File 5 – FVRA\_RS | Financial Viability Risk Assessment to be completed due to the length and value of the contract | **YES** |
| 8. | Radiosonde File 6 – Information and Declaration Workbook | Completion only required when using Key sub-contractors | **YES** |
| 9. | Radiosonde File 7 - Consortia Details | Completion only required when bidding as a consortia | **YES** |
| 10. | Radiosonde File 8 - Key Sub Contractor Details | Completion only required when using Key sub-contractors | **YES** |
| 11. | Radiosonde File 9 - Terms and Conditions | Draft Terms and Conditions of Contract | NO |

# Price

In order to facilitate the comparison of Tenders, the prices quoted for the goods and/or services must be calculated in accordance with the definition of price included in the Conditions of Contract.

# Orders for Parts of the Tender

The Authority reserves the right, **unless you expressly stipulate to the contrary in your Tender**, to order some or all of the goods and/or services stated in the Specification.

# Alternative Conditions

You must comply with the notices and instructions set out in this form and the accompanying Conditions of Contract. Offers made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone.

# Completion of Tenders

**Quantities:** In the event of an item appearing more than once in the attached Specification whether separately or as part of an assembly, you are requested to quote on the basis of the total quantity of that item.

 **Tender Contents:** Bidders should ensure that the content of their Tender documentation is clear and comprehensive as it will provide the single source of information on which bids will be evaluated.

 **Documentation:** All attachments or must be clearly named with a descriptor relevant to the document contents and using the prefixes provided by the Met Office where applicable. Tender documentation must be presented in a form which will allow the Authority to produce copies for evaluation purposes.

# Tenders for Selected Goods or Services

Tenders need not necessarily be for **all** the goods or services listed in the Specification but they **must** cover the mandatory requirements. The words “No Tender” should be inserted in the price column against items for which no offer is made- for example the provision of a lease/rental model in the pricing return.

# Suppliers Costs

The Met Office reserves the right to discontinue the procurement process at any time, which shall include the right not to award a contract and does not bind itself to accept the lowest Tender, or any Tender received, and reserves the right to award the contract in part, or to call for new Tenders should it consider this necessary.

The Met Office 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 in a Contract Notice, or in the completion or submission of any Tender.

# ITT Material

 ITT Material means information (including drawings, handbooks, manuals, instructions, specifications and notes of pre-Tender 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 ITT. ITT Material remains the property of the Authority or other owners and is released solely for the purpose of Tendering. You shall notify Procurement without delay if any additional ITT Material is required for the purpose of Tendering.

**Return of ITT Material**: In the event that a recipient of ITT Material decides not to participate in the submission of a Tender, the ITT Material shall be destroyed without delay. If a Tender is submitted to the Authority, the ITT Material may be retained by you until the result of the competition is known. In the event that your bid is unsuccessful the ITT Material shall be destroyed without delay.

 **Intellectual Property Rights in ITT Material**: The Intellectual Property Rights in ITT Material may belong to the Authority or a third party. The ITT Material may only be used for the purpose of responding to this ITT and shall not be copied or disclosed to anyone other than your employees involved in the preparation of the Tender, 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 ITT Material other than to employees involved in the Tender preparation, or use the ITT Material other than for the purpose of Tendering.

# Status of Information

Although every care has been taken in preparing this ITT with information obtained from sources considered to be reliable, it has not been independently verified by the Met Office, 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 Met Office or any Connected Person as to the accuracy or completeness of this ITT 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 ITT will remain unchanged after the date hereof. Neither the Met Office nor any Connected Person shall be liable for any loss or damage as a result of reliance on this ITT or any other information provided to Bidders.

Information provided by the Met Office 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 Met Office or any Connected Persons for the accuracy or completeness (whether or not within this ITT).

Nothing in this ITT excludes or limits the liability of the Met Office or any Connected Person for fraudulent misrepresentation or death or personal injury caused by the negligence of the Met Office or any Connected Person.

# Retention of Records

Bidders documents will only be kept for the time period as described under the Government Data Protection Regulations and in line with Met Office Policy.