

**INVITATION TO QUOTE (ITQ):**

Consultancy Support for Landscapes as Carbon Sinks Project

Ref: CK/2020/Landscapes\_01

**KEY MILESTONES/DEADLINES:**

|  |  |
| --- | --- |
| 12th May 2020 | Issue of ITQ |
| 12.00 22th May 2020 | **Deadline for submission of quotes** |
| 22th May 2020 onwards | Review of quotes |
| 27th May 2020 | Contracts Issues |

**\*Please note the above dates are given as guidelines only and are subject to change**

12 May 2020

Dear Supplier

**INVITATION TO QUOTE FOR** Consultancy Support for Landscapes as Carbon Sinks Project

You are invited by the University of Edinburgh to quote for the provision of services as detailed below. Your quotation must be received by **the time and date specified on the front page of this document.** It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The University of Edinburgh may undertake not to consider quotations received after that time.

The University of Edinburgh are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain fixed for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given if applicable.

By providing us with a quotation you agree to be bound by the University of Edinburgh’s [Terms and Conditions](http://www.ed.ac.uk/procurement/supplying/terms-and-conditions-of-purchase)which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation To Quote should be addressed to:

Jaboury Ghazoul

Jaboury.ghazoul@ed.ac.uk

Yours faithfully

Professor Jabouy Ghazoul

Centre Director

Centre for Sustainable Forests and Landscapes

**ITQ Schedule 1: Statement of Requirements**

Landscapes as Carbon Sinks is a project that looks to unlock the transformative change required in Scotland’s landscapes to support the Scottish Government’s 2045 net zero target.

The project is a Deep Demonstration programme of EIT Climate-KIC. The University of Edinburgh’s Centre for Sustainable Forests and Landscapes (CSFL) and Edinburgh Centre for Carbon Innovation (ECCI), in collaboration with EIT Climate-KIC, are working with those tasked with delivering change in the land sector. The Deep Demonstration design process provides space to create bold ideas and integrated thinking to tackle multiple societal challenges simultaneously. The programme of activities connects pioneering land-based, bioeconomy and investment organisations with policy makers and citizens to scope out visions and priorities for the future; and then design and deliver transformational projects for net zero. Essential to success is a systems-thinking approach that reflects the complex inter-relationships spanning land-based sectors and scales. We are working with partner organisations to explore future options, identify key challenges, and elaborate potential levers for change.

EIT Climate-KIC is a Knowledge and Innovation Community that aims to deliver a prosperous, inclusive, climate-resilient society founded on a circular, zero-carbon economy. Climate-KIC is supported by the European Institute of Technology, a body of the European Union.

ECCI believes in making things happen. Its work is fuelled by in-house expertise and networks of thought leaders across government, business and academia. Together they power cutting-edge public policy, innovative low carbon businesses and projects, and professional education to deliver real change - in Scotland and globally.

The Centre for Sustainable Forests and Landscapes works with a wide range of partners in Scotland, Europe, and globally to provide the critical interdisciplinary knowledge to deliver sustainable landscape management and policy development

For more information see: <https://www.ed.ac.uk/sustainable-forests-landscapes/climate-kic>

The project requires consultants to provide adhoc consulation and guidance to ensure that the project considers unusual actors in who may provide overlooked possibilites for change, to help identify potential levers through which change could occur, and to build understanding within the project of the land-sector’s system interactions. Two themes of particular interest are the bioeconomy and societal change.

Key Areas of Expertise Required

* UK and Scottish Government policy and regulations
* Decision making of Scottish Government, Parliament, agencies, and committees
* Organisation governance
* Land sector supply chains and their interactions
* Strategic understanding of challenges and opportunities of the land sector
* Citizen engagement
* Behavioural change

**ITQ Schedule 2: Specifications**

**Information to be provided in the tender response:**

* Name of Contact for this Tender
* Company Name
* Company Address
* Telephone number
* E-mail
* Adress of Registered Office (if applicable)
* Company Registration Number (if applicable)
* VAT registration number (or: alternative EU registration number)
* Completed Form of Tender (Schedule 3)
* Completed Pricing Schedule (Schedule 4)
* Confirmation that no conflict of interest would arise if you were successful in being awarded the Contract

**Key points for tender response completion**

* The tender and all requested enclosures must be submitted in the English language
* The tender response should be NO MORE than 5 pages long. The tender response MUST specify knowledge, experience and capability of the tendering organisation and/or individuals in relation to the requirements listed above.

**Fees and Costs**

* All Charges must be shown in Pounds Sterling and entered exclusive of VAT. The Contractor(s) will be paid in Pounds Sterling
* The response to the Pricing Schedule (Schedule 5) will be used to commercially evaluate the cost element of your response.
* The contract value available is initially capped at £4,000.
* There will be no guarantee of work/hours.

**Tender Evaluation Criteria:**

The quotation will be evaluated using the following criteria and weightings:

* Value for money: 30%
* Demonstration of previous relevant experience and added value 70%

**Variations to the Contract**

Any variations required must follow the Change Control Procedures detailed in the Terms and Conditions.

**ITQ Schedule 3: Form of Tender**

\*I/We the undersigned do hereby contract and agree on the acceptance of the tender by The University of Edinburgh, to provide the Statement of Requirements in accordance with the Schedules, and, where ordered by the Contract, delivery of the Contract and at the Charges entered in the Pricing Schedule and in accordance with the Terms & Conditions which appear in this set of documents.

\*I/We the undersigned undertake that we have submitted a tender in accordance with the following documents:

This Invitation to Tender Letter;

Schedule 1 Statement of Requirements;   
Schedule 2 Specifications;

Schedule 3 Form of Tender;

Schedule 4 Pricing Schedule;

\*I/We agree to abide by this tender from **12 Noon on 22th May 2020,** the date fixed for receiving tenders, until the award of the Contract*.*

\*I/We understand that The University of Edinburgh is not bound to accept the lowest or any tender and shall not be bound to use the Contractor as a sole supplier.

\*I/We understand that the Contract will be awarded in late May 2020 unless The University of Edinburgh or the Contract is terminated in accordance with the provision of the Terms and Conditions.

|  |  |
| --- | --- |
| Signature and date: |  |
| Name (Block Capitals): |  |
| Designation: |  |
| Duly authorised to sign Tenders for and on behalf of: | | |
| Name of Tenderer |  |
| Nature of Firm/Individual(s)[[1]](#footnote-1) |  |
| Key Contact Address: |  |
| Telephone number: |  |
| E-mail |  |

**ITQ Schedule 4: Pricing Schedule**

|  |  |  |
| --- | --- | --- |
| **Consultant name and role** | **Hourly Rate** | **Daily Rate** |
|  |  |  |
| **VAT (if applicable)** |  |  |
| **Total Cost** |  |  |

**Completed by:**

**Position in Company:**

**Signature:**

**Date:**

# Tenderers must note that:

* 1. All costs should be inserted into the relevant column of the pricing schedule above.
  2. All Charges must be shown exclusive of VAT but be inclusive of materials, overheads and profit

# Invoicing & Payment

* 1. The Contractor will be required to submit invoices on a monthly basis at the end of the calendar month. Work must be to the satisfaction of ECCI and the University of Edinburgh in accordance with the Terms & Conditions. Value Added Tax, where applicable, shall be shown separately on all invoices as a strictly net extra charge.
  2. Payment will be made to the Contractor within 30 days of receipt of a valid invoice. Subject to University of Edinburgh processes.

1. It must be clearly shown whether the Tenderer is a limited liability company, statutory corporation, partnership, or single individual trading under his own name. [↑](#footnote-ref-1)