



University College London

Request for Proposal For the supply Research Services to the Algae Project

UCL-PROC-1345

Date issued: 2nd July 2021

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1 Introduction

1.1 Introduction

- 1.1.1 University College London ("UCL") is seeking proposals for the requirement detailed in this Request for Proposal (RFP).
- 1.1.2 UCL is not a "contracting authority" or a "body governed by public law" as defined by the Public Contracts Regulations 2015. This procurement process is not regulated by EU or UK public procurement law. Where UCL advertises contracts in the Official Journal of the European Union, it does so on a voluntary basis and does not undertake any obligation to comply with the procurement legislation. UCL reserves its rights in full to adapt or step outside the procedures in the procurement legislation as UCL considers necessary.

2 Background to the project and the requirement

Background to the Project / Contract: UCL wishes to purchase research services to support the Algae Project

2.1 The Requirement

- 2.1.1 The budget for this tender is £30K. With a possibility of additional work costing £10K. Suppliers that provide tender responses above this budget limited will have their offers rejected.
- 2.1.2 The specification detailing UCL's full requirements is set out in Schedule 2 ("Specification") and should be read before Bidders begin to respond to this RFP.
- 2.1.3 UCL intend to award this contract to one bidder.

3 Proposed timetable

- 3.1 Set out below is the proposed timetable. This is intended as a guide and UCL reserves the right to amend it at any stage. In such circumstances UCL will notify all Bidders of any change by the fastest means possible.

Activity	Date
Dispatch of RFP	5 th July 2021
Time and Closing date for the return of RFP	26th July 2021 at 10am
UCL Evaluation of bids (including clarifications where required)	27 th July 2021
Notify Bidders of Award decision (envisaged)	28 th July 2021

4 Queries and Bid Submission

- 4.1 The process is being conducted electronically via UCL's electronic tendering system In-tend at <https://in-tendhost.co.uk/ucl/>. All queries, responses and any supporting documentation must be submitted through this system. Further guidance on using In-tend can be found in paragraph 4.9.
- 4.2 All responses must be received by no later than the closing date for the return of the RFP, as set out in the timetable above. Late submissions will not be accepted by UCL.
- 4.3 All queries must be submitted before the closing date for receipt of RFP queries set out in the above to ensure that responses are provided.
- 4.4 UCL will endeavour to respond to any queries received after this deadline, but cannot guarantee to do so. No approach of any kind in connection with this RFP should be made to any other person within, or associated with, UCL
- 4.5 Bidders must adhere to the format of this RFP and respond to every question.
- 4.6 All responses must be in English (or accompanied by a full translation). The Pricing Schedule must be completed in pounds sterling exclusive of Value Added Tax as indicated.

- 4.7 UCL requires the response to be submitted in a format compatible with Microsoft Word or as an Adobe PDF document.
- 4.8 Where information or documentation submitted by Bidders is or appears to be incomplete or erroneous, although UCL may (in its sole discretion) allow any Bidder to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time, it shall not be obliged to do so.
- 4.9 **Bid Submission**
Please submit your tender return via intend.

5 Contract

- 5.1 This Contract is being procured by Procurement Services. The main place of business of the contracting authority is UCL, Gower Street, London, WC1E 6BT.
- 5.2 UCL reserves the right to change the basis of the tendering process or to terminate the process at any time with no liability on its part.
- 5.3 UCL's contract terms ("Contract") for this procurement are included at Schedule 4: Contract. All Bidders are required to confirm that the attached Contract is acceptable.
- 5.4 There will not be any negotiations on any of the substantive terms of the tender documents, including the Contract.
- 5.5 Proposals must not be qualified, conditional, or accompanied by statements which could be construed as rendering them equivocal and / or placing them on a different footing to those of other Bidders.
- 5.6 It is the Bidder's responsibility to:
- 5.6.1 examine this RFP and the Contract;
 - 5.6.2 obtain all information and carry out all inspections necessary for the completion of the RFP; and
 - 5.6.3 satisfy themselves on all matters pertaining to the submission of a Proposal and the Contract.
- 5.7 Bidders will be deemed to have done so and to have satisfied themselves as to the correctness and sufficiency of their RFP response to cover all obligations and matters necessary for the proper performance of the Contract.
- 5.8 No contract capable of acceptance shall be created until such time as UCL enters into a contract with the winning Bidder. Any such contractual liability is expressly excluded to the fullest extent permitted by law.

6 General

- 6.1 Bidders are entirely responsible for the costs of participating in this procurement and no payment, reimbursement, compensation or any other remuneration will be payable by UCL to the winning Bidder.
- 6.2 All information provided in this RFP, orally or in writing, is provided on a strictly confidential basis. Bidders must not disclose that they have been invited to quote or release details of the documents, other than on an "in confidence" basis to employees, agents, sub-contractors and advisors who have a legitimate need to know, and only to the extent strictly necessary in order to submit a bid and, if successful, to perform any contract arising from it.
- 6.3 Bidders shall also ensure that a similar obligation of confidentiality is placed upon any third party to whom the Bidder may need to disclose any of the documentation for the purposes of the bid.
- 6.4 Unless otherwise indicated, all intellectual property rights in this RFP and the documents supplied within are vested solely in UCL (and where applicable, its advisors). Accordingly, the documents supplied with this RFP and throughout the procurement process, and all copies of them, are and shall remain the property of UCL (and where applicable its advisors), and may only be used for the purposes of this procurement and in connection with the preparation of bids. Such documents must not be copied or reproduced in whole or in part and must be returned to UCL with your bid or upon demand.
- 6.5 No publicity regarding the project or this RFP will be permitted unless and until UCL has given express written consent to the relevant communication. No statements may be made to any part of the media regarding the nature of any RFP, its contents or any proposals relating to it without the prior written consent of UCL.

- 6.6 Nothing contained in the Contract shall prevent UCL from employing some person other than the successful Bidder to supply services of the same type as those which are the subject of the Contract if UCL shall in its discretion think fit to do so.

7 Freedom of Information Act 2000 and confidentiality

- 7.1 The Freedom of Information Act 2000 ("FoIA") and the Environmental Information Regulations 2004 ("EIR") apply to UCL which is committed to the principles of transparency in public sector spending.
- 7.2 Accordingly, as part of UCL's duties under FoIA or EIR, it may be required to disclose information submitted to it, information concerning the procurement process, or details about the project in response to a request under FoIA or EIR. UCL may also decide to include certain information which it maintains under FoIA.
- 7.3 Bidders should clearly identify whether any information which forms part of this RFP should be treated as potentially exempt from disclosure under FoIA / EIR, by marking such information "**commercially confidential**" and providing any justification for this view.
- 7.4 UCL may always be required to disclose information under FoIA if an FoIA request is received. UCL cannot guarantee that any information will not be disclosed, even if a Bidder considers the information to be confidential. The acceptance of receipt by UCL of information marked "**commercially confidential**" or the like should not be taken that UCL accepts any duty of confidence by virtue of that marking and UCL accepts no liability (howsoever arising) in this regard.
- 7.5 You should complete **Schedule 1: Freedom of information exemption requests** to indicate which elements of your bid you consider to be supplied as "Important information provided in confidence" or "Commercially sensitive information", your explanation of why disclosure (of a trade secret or commercially sensitive information) is not in the public interest and the time period that should apply to such information. You should note that a blanket designation of a response as confidential is unlikely to be effective.
- 7.6 UCL will endeavour to consult with Bidders and have regard to comments before it releases any information under the FoIA or the EIR. However, UCL reserves its discretion to determine whether any information is exempt from the FoIA and / or EIR or not. UCL will be obliged to make its decision on disclosure in accordance with the provisions of FoIA or EIR (as the case may be), and will be bound by the rules as to disclosure in FoIA and EIR, and, where appropriate, by the direction of the Information Commissioner.
- 7.7 UCL reserves the right to contact the named customer contacts regarding any contracts referred to by the bidder as past experience. The named customer contact does not owe UCL any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
- 7.8 UCL confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact.

Schedule 1: Freedom of information exemption requests

Freedom of Information Act 2000				
<p>I/We believe that the following parts of our response should be exempt from disclosure as set out in the table below. I/We acknowledge that (i) a blanket designation of response as "confidential" is unlikely to be effective, (ii) UCL will be the ultimate decision maker in relation to disclosure of any part of this tender under the Freedom of Information Act 2000 or related legislation and (iii) UCL shall have no liability to any bidder in relation to the disclosure of such information.</p>				
Description of the information Including reference to its location Tender Submission	Reason why not subject to disclosure under the FOI Act			Time Period during which it is believed the exemption will apply, beginning on date of its submission to UCL
	Important information provided in confidence	Commercially sensitive information	Explanation of why disclosure (of a trade secret or commercially sensitive information) is not in the public interest	

Schedule 2: Specification and response

Instructions for completion

- Bidders are asked to make their response to UCL's requirements by completing the questions set out in this Schedule.
- Bidders should cross reference any other documents submitted to the applicable section in the Response Document so that the evaluation team can identify the Bidder's full response to each requirement. To facilitate evaluation, please keep additional documentation to a minimum and enter as much information as possible into tables in the Response Document. Bidders should ensure that each question is answered fully in the box provided in a maximum of 250 words; statements given in other areas of the document that could support another question will not be considered unless it has been clearly cross referenced.
- Where required, you should provide a full answer to each question, clause or sub-clause to explain how you are able to meet that requirement, providing evidence to support your answer. Simply stating 'fully compliant' will not be acceptable.

Response	Definition
Fully Compliant	The offer meets the requirement without modification and will be contractually committed to. Additional text may be provided to support the response.
Partially Compliant	The offer is not fully compliant but does meet the requirement to the extent indicated in the associated notes. The stated functionality will be contractually committed to.
Non-Compliant	The offer does not meet the requirement. Where possible Bidders should propose an alternative solution to the requirement which will be contractually committed to.
Not Applicable	The paragraph is not relevant to this offer.

- If your bid does not comply with the requirements set out below, please provide detail on the:
 - Extent of Non-Compliance;
 - Alternatives Offered;
 - Effect on the Requirement.

Please find below the spec and test plan.



UCL-PROC-1345
Spec.doc

Schedule 3: Pricing Submission

Bidders are required to complete the Pricing Schedule below. These costs will form the basis of the RFP submission and shall remain valid for 90 days from the submission date.

All prices shall be stated in pounds sterling and exclusive of VAT.

If there is no charge for an item, please state none.

Summary of Prices		
Every item shall be priced in sterling (GBP) and the submission totalled.		
	Please layout your project costs as they relate back to your project plan/ schedule/ milestones	
1.		
2.		
3.		
	Total	

Prices - Additional Options			

Payment Profile	
UCL normally pays on its acceptance. (Please make sure you understand the acceptance procedures that will apply.) UCL does not normally make payment in advance. If this is required, please state this and when payment is to be made and why.	Yes/No
If staged payments are required, these should correspond to delivery and testing of deliverables. If yes, please state this and when payment is to be made and why.	Yes/No
Note that a performance bond (bank guarantee) will be required if advance payments are agreed. This will be at the Contractor’s expense.	

Schedule 4: Mandatory Questions

Mandatory Questions		Bidder's Response		
Question No	Requirement	Degree of Importance ¹	Compliant? ²	Please fill in your response to the specification here. If additional information is attached, please give document references
S2.1	Bidder Details	Info Only		
S2.1.1	Full name of the Bidder submitting the information	Info Only		
S2.1.2	Registered office address (if applicable)	Info Only		
S2.1.3	Registered website address (if applicable)	Info Only		
S2.1.4	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	Info Only		a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/> d. <input type="checkbox"/> e. <input type="checkbox"/> f. <input type="checkbox"/> g. <input type="checkbox"/>
S2.1.5	Date of registration in country of origin	Info Only		
S2.1.6	Company registration number (if applicable)	Info Only		

¹ Where 1 = Least important; 3 – Most important

² FC/PC/NC/NA

S2.1.7	Registered VAT number	Info Only		
S2.2	Grounds for Exclusion	Info Only		
S2.2.1	<p>Mandatory Grounds for Exclusion</p> <p>The following question is scored on a pass/fail basis. Pass if you answer "No" and Fail if you answer "Yes". Answering "Yes" to the following question will exclude you from this process.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below:</p> <ul style="list-style-type: none"> • Participation in a criminal organisation. • Corruption. • Fraud. • Terrorist offences or offences linked to terrorist activities • Money laundering or terrorist financing • Child labour and other forms of trafficking in human beings <p>If you have answered yes to any of the above, please provide the following details:</p> <ul style="list-style-type: none"> • Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, • Identity of who has been convicted <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	Pass/Fail		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details.</p>
S2.2.2	<p>Mandatory Grounds for Exclusion</p> <p>The following question is scored on a pass/fail basis. Pass if you answer "No" and Fail if you answer "Yes". Answering "Yes" to the following question will exclude you from this process.</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the</p>	Pass/Fail		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details.</p>

	<p>organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>If yes, please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p>			
S2.2.3	<p>Discretionary Grounds for Exclusion</p> <p>The following question is scored on a pass/fail basis. Pass if you answer "No" and Fail if you answer "Yes". Answering "Yes" to the following question will exclude you from this process.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation:</p> <ul style="list-style-type: none"> • Breach of environmental obligations • Breach of social obligations • Breach of labour law obligations • Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State • Guilty of grave professional misconduct • Entered into agreements with other economic operators aimed at distorting competition • Aware of any conflict of interest arising from participation in the procurement procedure • Been involved in the preparation of the procurement procedure • Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract, which led to early termination of that prior contract, damages or other comparable sanctions 	Pass/Fail		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details.</p>

	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?			
S2.2.4	<p>Modern Slavery</p> <p>The following question is scored on a pass/fail basis. Pass if you answer "Yes" or "N/A" and Fail if you answer "No". Answering "No" to the following question will exclude you from this process. Answer N/A if not relevant.</p> <p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act") and if so, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p>	Pass/Fail		<p>Yes <input type="checkbox"/> Please provide the relevant url:</p> <p>No <input type="checkbox"/> Please provide an explanation:</p> <p>N/A <input type="checkbox"/></p>
S2.2.5	<p>The following question is scored on a pass/fail basis. Pass if you answer "Yes" and Fail if you answer "No". Answering "No" to the following question will exclude you from this process</p> <p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance³ - minimum £5,000,000</p> <p>Public Liability Insurance - minimum £5,000,000</p> <p>Professional Indemnity Insurance - minimum £5,000,000</p>	Pass/Fail		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
S2.2.6	<p>Economic and Financial Standing</p> <p>This question will be scored on a Pass/Fail basis in accordance with the following D&B rating or equivalent.</p>	Pass/Fail		<p>Yes, report included and we consent to UCL seeking its own Dun & Bradstreet credit report also. <input type="checkbox"/></p>

³ It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

	<p>Pass if you achieve a Risk Rating of 1 or 2.</p> <p>If a Bidder has a risk rating of 3 or 4 and is identified as having financial risk, then UCL reserve the right seek further clarification from the supplier as to their financial status with the aim of putting in place measures to manage or mitigate any financial risk e.g. a Bank Guarantee, Parent Company Guarantee. If UCL are unable to agree measures to manage or mitigate any financial risk, then it reserves the right to exclude the bidder from the procurement and their bid will not be evaluated further.</p> <p>Please provide a credit rating from Dun & Bradstreet or an equivalent recognised credit reference agency undertaken in the last 2 months.</p> <p>Note: Note if you are unable to provide a report, UCL will obtain a Dun & Bradstreet or equivalent credit report for your organisation. Please confirm that you agree that UCL may obtain a credit reference from Dun and Bradstreet or alternative recognised credit reference agency where this is not provided by your organisation. UCL cannot be liable for any inaccurate or historic information held by Dun and Bradstreet or alternative and Bidders are advised to ensure that all information held by third party credit reference agencies is accurate before submitting your response.</p>			<p>No, report not included and we consent to UCL seeking its own Dun & Bradstreet credit report. <input type="checkbox"/></p>
S2.2.7	<p>GDPR</p> <p>The following question is scored on a pass/fail basis. Pass if you confirm acceptance and Fail if you do not confirm acceptance. Not accepting this requirement will exclude you from this process.</p> <p>The Supplier and any sub-contractors they use to facilitate the services, must comply with the Data Protection Act 2018, the GDPR (General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016), and any successor legislation and adapt to any future changes to this legislation during the course of the contract term.</p> <p>Please confirm acceptance.</p>	Pass/Fail		<p>Confirm acceptance <input type="checkbox"/></p> <p>Do not confirm acceptance <input type="checkbox"/></p>

Ref No	Requirement	Bidder Response Please fill in your response to the mandatory questions here. If additional information if attached, please provide document references.
S4.1	Bidders are required to have dedicated account manager to manage this project.	
S4.2	The budget for this tender is £30K. Suppliers that provide tender responses above this budget limited will have their offer rejected.	
S4.3	Please be aware UCL does not make advanced payment for goods or services order, should the winning bidder require advanced payment, they must arrange a bond and their own expense for the percentage cost requested in advance.	
S4.4	Bidders must submit only one response to the specification. If you submit another offering this will be rejected.	
S4.5	Bidder offers must be valid for 90 days from submission. Otherwise their return will be rejected.	
S4.6	UCL will not accept any conditionals offers. Otherwise their return will be rejected.	
S4.7	UCL will not be accepting variant bids for this tender.	
S4.8	UCL is not a "contracting authority" or a "body governed by public law" as defined by the Public Contracts Regulations 2015. This procurement process is not regulated by UK public procurement law. Where UCL advertises contracts in Find a Tender (FTS), it does so on a voluntary basis and does not undertake any obligation to comply with the procurement legislation. UCL reserves its rights in full to adapt or step outside the procedures in the procurement legislation as UCL considers necessary.	

Schedule 5: Supporting Information

Roadmap Scope for Tender

To maintain current consumption trends the world needs to produce 50-70% more food by 2050. Algae as the primary producers of the marine food web and at the bottom of the food chain are an underexploited resource. There are 80,000 to 100,000 different algae species but only around 200 species of algae are used worldwide, of which only 37 aquatic plants are reported worldwide by the FAO as farmed. Algae are nevertheless becoming increasingly popular in Europe, with a number of companies harvesting, cultivating, or processing them to create a wide range of high-value products. The sector has excellent growth prospects and could make an invaluable contribution to a cleaner and healthier environment.

In October 2020 Algae-UK and ValgOrize held a scoping workshop with a wide range of stakeholders (see Appendix 1).

As a result, we are now seeking information and analysis that will enable us to assess more accurately the current position of algae in food/feed products and algae supply systems, both nationally and internationally. In addition, we require recommendations that will assist us in developing our future strategy.

Specifically, we seek to understand:

1. The nature and size of demand for algae (macroalgae, microalgae) in food products in the UK. This should include a realistic assessment of gaps in the algae-to-food value chain,
2. Opportunities and requirements for increasing the amounts of algae-based materials in food products,
3. Scope for industrial biotech applications with algae to deliver future foods,
4. Policy developments required to increase the use of algae in food products.
5. Training requirements to support an algal food supply chain.
6. Recommendations for a Roadmap for the UK, including priorities and timelines and plans for dissemination.

The successful tenderer will be able to provide evidence of previous business with the food sector and knowledge of requirements in food/feed production within the UK, Europe and internationally.

Appendix 1

1. The October 2020 Workshop Brief:

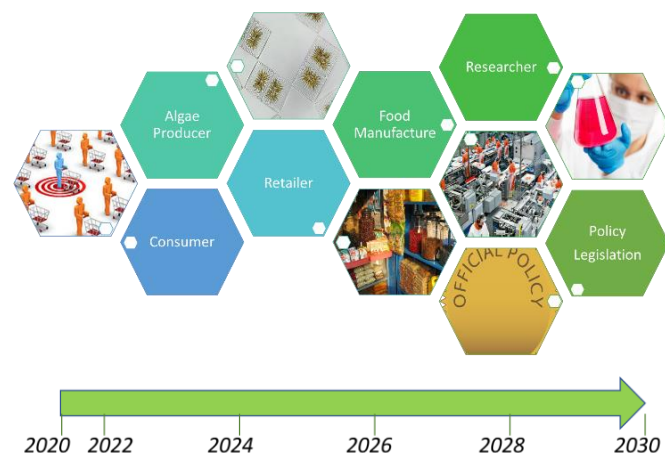
Algae in UK diets

The UK government's National Food Strategy July 2020¹ has highlighted the need to review how we secure the food of the future, and in 'Food 2030' launched by the European Commission², we are urged to "explore what is needed to transform and future-proof our food systems to be sustainable, resilient, competitive, diverse, responsible and performant in their provision of accessible, healthy and sustainable food and diets for all". Algae hold enormous potential (>100,000 species) and could make an invaluable contribution as sources of novel food/food ingredients but are still perceived to be newcomers to the European diet.

The purpose of these discussions is to understand the type of role that algae will be playing in our future food systems by 2030, and what we would need to do to achieve this vision. The outcomes will be collated to inform the construction of a Roadmap, which will be circulated to inform and guide the UK Research and Innovation Councils as part of their delivery plans aimed at the National Food Strategy, and inform the future strategy of Algae-UK.

Below are questions that we will be addressing in our discussions with you. Please consider each of these in advance of the event:

- | |
|---|
| 1. <u>Consumers:</u> What drives consumer demand for 'liking' algae-based products – is it based on (a) taste; (b) nutritional value; (c) cost; (d) other, compared to related products already in the market? |
| 2. <u>Food manufacturers:</u> Are food manufacturers reluctant or eager to develop food products with algae/extracts? If so, why? What is needed? |
| 3. <u>Microalgae producers:</u> In order of priority, what are the problems that must be solved to increase production output? |
| 4. <u>Macroalgae producers:</u> In order of priority, what are the problems that must be solved to increase production output? |
| 5. <u>A transformational change:</u> In the algae-to-food supply chain, what is needed and where to achieve transformational change? |



THE VISION

By 2030, algae and/or extracts are widely adopted in our diets, serving as sources of natural, sustainable nutrients in food products.

¹ National Food Strategy July 2020: <https://www.gov.uk/government/publications/developing-a-national-food-strategy-independent-review-2019/developing-a-national-food-strategy-independent-review-2019-terms-of-reference>

² EU Food2030: <https://ec.europa.eu/research/bioeconomy/index.cfm?pg=policy&lib=food2030>

2. Workshop Outcomes

- “Hero” products – the story, nutrition, health benefits – will need appropriate amounts of algae, and cost, labelling, information back up
- Collaboration is needed – UK cannot do it alone – between stakeholders, and also world-wide
- Big data – insights needed about what is going on world-wide
- Investment – missing – too risky to scale up
- Regulation – hindering investment in particular; education of policy players
- Social license to operate – needed for farmers/production/align to sustainability
- Sustainable utilisation – not exploitation; chime with current consumer ‘mood’/priorities
- Evolution not revolution – incremental steps already in process via niche products

Schedule 6: Contract



Schedule 5 MSA
.doc

UCL requires you to contract on UCL terms. Please confirm that you accept the terms. Failure to accept UCL terms will result in your bid being rejected.	Tick
a) Accept the terms;	

Schedule 7: Bidder Details and Form of Proposal

Trading name of Bidder:	
Registered Office Address:	
Contact Name:	
Job Title:	
Telephone number:	
Email address:	

To University College London

DATE: [DATE]

PROVISION OF: UCL-PROC-1345 – Research Services for Algae Project

1. I/We **[INSERT NAME[S]]** the undersigned, having examined the RFP and all other schedules, offer to provide the goods, services or works as specified in those documents and in accordance with the attached documentation to UCL.
2. This bid will remain valid for 90 days from the date of this bid submission.
3. If this offer is accepted, I/we will execute such documents in the form of the Contract within 45 days of being called on to do so.
4. I/We certify that the information supplied is accurate to the best of our knowledge.
5. I/We also understand that it is a criminal offence to offer or provide or make any gift or consideration as an inducement or reward to any servant of a public body. Any such action will result in rejection of our application to participate further in this procurement process.
6. I/We acknowledge that the information contained in the RFP is confidential on condition that it is used in connection with the preparation of bids and for no other purpose. We will not without UCL's prior written consent copy, reproduce, distribute or pass to any other party, other than as strictly required by our organisation in order to obtain appropriate professional advice or for the preparation of our bid.
7. I/ We confirm that there is no actual or potential conflict of interest in our submitting a bid for this contract and that there has been no distortion of competition caused by our participation in this procurement.
8. I/We warrant that I/we have all requisite authority to sign this form of Quote and confirm that I/we have complied with all the requirements of the RFP.

Name	
Position	
Signed*	
For and on behalf of	
Date	

**To be signed and returned with the RFP submission.*