

February 2020

To whom it may concern,

Invitation to Tender for delivery of series of Meat the Market workshops

QMS is looking for quotations for the provision of specialist input to deliver 20 Meat the Market workshops.

Background

Approximately 60% of lambs and 70-80% of cattle met market specifications in 2018. In order to improve the consistency of livestock presented at slaughter, collaboration with all stages of the supply chain is important. Over the last two years, QMS has developed Meat the Market Workshops, working alongside processors to give farmers, auctioneers and butchers valuable market driven insights to stock selection, carcass specification and grading techniques that look to enhance skills and knowledge in this area to increase the amount of in-specification stock being selected for slaughter. Over the last two years 10 workshops per year have been delivered. This has proven to be a success so, to build on this, we would like to increase delivery to up to 20 workshops per year.

Scope of Work

QMS are looking to hold up to 20 workshops, 10 cattle and 10 sheep, across various red meat processing sites throughout Scotland from April 2020 to March 2021. Final dates will be agreed and confirmed with the successful contractor and QMS.

Workshops should be fun and interactive and contain activities that encourage participative learning for those attending to avoid lengthy powerpoint presentations. The focus of each workshop should be tailored to the group of attendees. Workshops should include the following activities:

- Liaise with abattoir staff to select livestock for handling and follow through to slaughter which should vary in conformation and fat class
- Explanation of EUROP scale
- Explanation of how grades are determined by graders
- Live handling and grading of livestock
- Live handling and grading of carcass
- Approximate carcass weight of live animals
- Describe and draw attention to carcass features to determine sex and age of animal
- Explain dressing specifications, highlighting these on live carcasses

The maximum capacity for each of these workshops is between 10 and 12 attendees, depending on the processing site. Each workshop should last between 3 and 4 hours.

Aim of Workshop

To provide farmers, auctioneers, butchers and other groups within the cattle and sheep supply chains valuable market driven insights to stock selection, carcass specification and grading techniques that look to enhance skills and knowledge in this area to increase the amount of in-specification stock being selected for slaughter. The focus of each workshop differs between different stakeholders within the supply chain. Key topics which should be covered include:

- Market specifications/signalling
- EUROP grid
- Weight of carcasses
- Handling points for fat and conformation
- Dressing specifications
- Cleanliness of livestock
- Condemnations

Contractor's Responsibilities

The successful contractor will have responsibility for:

- Delivery of 20 engaging, interactive workshops across various processing sites throughout Scotland
- Collaboration with QMS to ensure suitable and up to date additional materials are provided to help participants gain more from the day, such as a handout of the key points/principles, or any other technical information
- Collaboration with QMS to develop an up to date presentation for each workshop which is appropriate for the group of attendees
- Providing QMS with a written biography and high-resolution photo for pre-event promotion
- Checking content and approving any pre and post-event articles produced by QMS for wider publication.
- Ensuring all activities detailed in 'scope of work' are included/carried out in workshop

QMS Responsibilities

QMS will have responsibility for:

- Facilitating the workshop including liaising with abattoirs and successful contractor on the run up to and on the day of workshop
- Organising the events including the venue, provision of lunches, coffee/tea/biscuits, screen and projector, flipchart, event advertising, promotion and production of post event articles.
- Booking of all attendees onto the event and collating details
- Working with the contractor to identify and arrange host processing sites
- Working with the contractor to develop a scorecard which can be used by attendees for the interactive section of the workshop
- A handout graphically showing the key points for stock selection, carcass specification and grading techniques
- Any printing of extra handouts or copies of presentation
- An online resource which attendees can apply virtual carcass specification
- Any other support with delivery on the day, as agreed with the successful contractor

Timescale

All 20 workshops should be completed by 31st March 2021. Workshops will take place at times of the year mutually suitable for the successful contractor and QMS.

Full Quotation

Please itemise your day rate and number of days you require to deliver, alongside any travel costs. We require a final quote to deliver the workshops, based on your time input, travel costs and accommodation requirements. The quotation must include a written plan detailing how you propose to carry out the workshop. The quotation and workshop proposal must be returned to QMS by 5pm Thursday 2nd of April the latest. We have also attached our terms and conditions of service for your pursual.

Maximum available budget per workshop is £700 excl. VAT. Travel and accommodation will be paid separately.

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Pro Forma:

| | £ | No. of Days | Comments |
|--|---|-------------|----------|
| Daily Rate for Workshop Delivery | | | |
| Daily Rate for Workshop Preparation (if applicable) | | | |
| Daily Rate when travelling (if applicable) | | | |
| Travel and Accommodation | | | |
| TOTAL QUOTATION | | | |
| VAT Registered Yes/No, if yes please detail VAT registrations number | | | |

| Key Competencies (criterion) | Comments |
|--|----------|
| 1. Strong technical knowledge and practical experience of grading carcasses using the EUROP grid | |
| 2. Strong technical knowledge and practical experience of grading live animals | |
| 3. Understanding of different carcass specifications for different markets | |
| 4. High level of understanding of the practical running of a processing plant | |
| 5. Strong competency of reason for carcass condemnations on farm and at abattoir (pre and post slaughter) | |
| 6. Flexibility in dealing with different levels of farmer or other stakeholders' knowledge and experience of stock selection, carcass specification and grading techniques | |
| 7. Excellent verbal communications skills | |

Evaluation criteria

QMS evaluate quotations against qualitative criteria as well as quantitative. The successful bid will be one which scores highest overall against both Price and Quality, as detailed below.

| Criterion | Weighting |
|---|--------------------|
| <p>Price</p> <p>Daily Rate excluding VAT</p> <p>Daily rate when travelling (if different)</p> | <p>TBC%</p> |
| <p>Quality</p> <p>Experience Please submit details of your relevant knowledge, skills and experience, detailing how these will be applied to successful delivery. Please enclose a CV.</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Strong technical knowledge and practical experience of grading carcasses using the EUROP grid 2. Strong technical knowledge and practical experience of grading live animals 3. Understanding of different carcass specifications for different markets 4. High level of understanding of the practical running of a processing plant 5. Strong competency of reason for carcass condemnations on farm and at abattoir (pre and post slaughter) 6. Flexibility in dealing with different levels of farmer or other stakeholders' knowledge and experience of stock selection, carcass specification and grading techniques 7. Excellent verbal communications skills | <p>TBC%</p> |
| <p>TOTAL</p> | <p>100%</p> |