

Quality Meat Scotland

Invitation to Tender

Provision of Assessment & Certification Services for Quality Meat Scotland Assurance Schemes



Tender Publishing Date
Tender Closing Date

27 September 2021
29 October 2021

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1 Introduction & Timetable

1.1 Introduction

You (the Bidder) are invited by Quality Meat Scotland (QMS) to tender in accordance with the following documentation for the future provision of assessment and certification services for each of the Quality Meat Scotland assurance schemes

The procurement is being carried out under the Public Contracts (Scotland) Regulations 2015 (the Regulations).

The closing date and time for submission of tenders is 12 noon on Friday 29 October 2021.

Tenderers are required to complete and return the following documents:-

- Quality Response Document (Schedule Part 2)
- Pricing Proposal (Schedule Part 3)
- Mandatory Response Questionnaire - Single Procurement Document - Annexation A
- Form of Tender (Schedule Part 5)

all in accordance with the Instructions to Tenderers contained in Section 2 of this Invitation to Tender (ITT).

The issue of the ITT is not a commitment by QMS to place a contract as a result of the tendering exercise or at a later stage. QMS is not bound to accept the lowest, most economically advantageous or any tender received. QMS reserves the right to accept any tender in whole, part or not at all or to cancel the tendering exercise at any time.

1.2 Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and while QMS does not intend to depart from the timetable it reserves the right to do so at any stage.

Date	Milestone
27 September 2021	Notice published on Public Contracts Scotland Portal
29 October 2021	Deadline for submission of completed ITT by Tenderer
30 October 2021 to 18 November 2021	Tender Evaluation Period
19 November 2021	Results advised; voluntary standstill period commences
1 December 2021	Supplier appointed
1 April 2022	Contract Start Date

1.3 Scope of Contract

QMS seeks to appoint a third-party Certification Body (CB) contractor, to provide independent assessment and certification services to its whole chain assurance programme. The programme provides reassurance to consumers that meat has been produced under stringent standards of food safety, animal welfare, environmental protection and good farming practice.

The QMS Assurance Scheme Standards (available here www.gmscotland.co.uk/whole-chain-assurance) must be strictly and consistently enforced and certified by an independent CB contractor. The scope of this tender includes all relevant activities related to the assessment and certification of the schemes including assessment of any new and existing assurance scheme members and continuous development of the six QMS quality assurance schemes

The contract will be awarded for a maximum term of five years, commencing 1 April 2022, with a right to terminate at the end of years three and four. Each contract year runs from 1 April to 31 March. Bi-annual and regular operational reviews will be undertaken, and the contract may be terminated earlier in the event of unsatisfactory performance in accordance with the Contract Terms and Conditions.

The estimated value of the contract is circa £1.3m annually, £6-7m over the five-year contract term.

1.4 **General Information**

1.4.1 **Introduction to Quality Meat Scotland**

QMS is the public body responsible for helping the Scottish red meat sector improve its efficiency and profitability and maximise its contribution to Scotland's economy. It is established, under the Quality Meat Scotland Order 2008, as a Non-Departmental Public Body (NDPB). Its constitution is set out in Schedule 2 of the Order.

Its remit includes marketing the Scotch Beef PGI (UK GI and EU GI) and Scotch Lamb PGI (UK GI and EU GI) brands in the UK and abroad and promoting Scottish pork products under the Specially Selected Pork brand. Since 1996 the Scotch Beef and Scotch Lamb brands have held the coveted European Protected Geographical Indication (PGI) (now UK GI and EU GI) status which legally protects the brand names from imitation by meat from out with Scotland or from products claiming 'Scotch' status.

Scotland's beef, lamb and pork producers make an important contribution to the country's rural economy, contributing over £2.1 billion to the annual GDP of Scotland and supporting around 50,000 jobs in the farming, agricultural supply and processing sectors.

QMS defines the red meat industry as those parts which are involved in the Scottish assurance chain - animal feed suppliers; cattle, sheep and pig producers; livestock markets; hauliers and primary processors.

1.4.2 **Strategy**

QMS's strategy is to support the development of a sustainable, professional, resilient and profitable Scottish red meat industry.

QMS will achieve the overall strategy by focusing on the following four strategic objectives:

- Building the Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork brands through quality assurance and effective marketing and communications

with consumers. More than 70% of QMS's external levy spend is on consumer facing activity.

- Supporting the sustainable growth of the industry through strategic engagement with key stakeholders, supply chain collaboration and cascade of key market information.
- Developing capability and capacity in the Scottish red meat industry through training and education initiatives which attract, motivate and develop the workforce.
- Delivering professional services which support the continued growth of a resilient professional Scottish red meat industry able to grasp opportunities and meet challenges.

Critical success factors in achieving the strategy are:

- enhanced awareness of demand for and value of the Scotch Beef, Scotch Lamb and Specially Selected Pork brands;
- delivery of industry benefits from QMS initiatives;
- providing Quality Assurance Schemes that are practical and relevant for scheme members, which underpin QMS brands and reinforce consumer trust;
- retaining public and government support for red meat production and consumption;
- maximising multiplier effect of statutory levy
- retaining industry and stakeholder confidence in QMS; and
- satisfying Scottish Government requirements in operating as a Non-Departmental Public Body

1.4.3 **Whole Chain Assurance Programme**

To carry the Scottish red meat industry's brands Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork, cattle, sheep and pigs must have been born, reared and slaughtered in Scotland. This whole of life brand eligibility is delivered by a suite of six quality assurance schemes, which are owned by QMS, being:

Cattle & Sheep

Pigs

Feeds

Haulage

Auction Market & Collection Centres

Processor



Whole Chain Assurance

From Quality Meat Scotland

Whole chain assurance underpins the integrity of the three brands and provides reassurance to consumers of provenance and the highest standards of production and animal welfare and wellbeing, to deliver a quality eating experience. It ensures that animals have the best possible quality of life on farm and throughout the live supply chain, resulting in the highest quality product reaching the consumer's plate. The internationally recognised QMS quality assurance schemes cover more than 90% of livestock farmed for red meat in Scotland. Further details on the scheme numbers and assessment timelines can be found in Schedule Part 1 on pages 16 and 17.

1.4.4 Animal Welfare and Wellbeing

The overall strategy of QMS is to support the development of a sustainable, professional, resilient and profitable Scottish red meat industry and a commitment to animal welfare and wellbeing is a key factor in this strategy and paramount in ensuring the highest product quality. The QMS Animal Welfare and Wellbeing Charter recognises the five freedoms of animal welfare and wellbeing and is a guiding principle for all QMS assurance schemes, which are supported and approved by the Scottish Society for the Prevention of Cruelty to Animals (Scottish SPCA), Scotland's independent animal welfare charity.

1.4.5 Product Traceability

Traceability checker systems are available to farmers, auction markets and abattoirs, for determining the eligibility of cattle, sheep and pigs for the Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork brands.

2 Instructions to Tenderers

Tenders must be submitted in accordance with the following instructions. If Bidders do not comply with these instructions in any particular way their tenders may be rejected by QMS, whose decision in the matter shall be final.

2.1 Tender Return

Bidders are required to submit completed tenders, along with all the requested documentation and relevant supporting documentation, electronically via the Public Contracts Scotland Portal no later than 12 noon Friday 29 October 2021 (“the Closing Date”).

Please note that it is the sole responsibility of the Bidder to ensure that all completed documents are submitted by the Closing Date and on time. The speed with which documents are uploaded is dependent on the size and type of the file and whether it contains graphics, logos, photographs etc. Large electronic files may take time to upload, and Bidders should ensure that sufficient time is allowed for this to be done.

Late tenders will not be considered by QMS under any circumstances.

Bidders must provide ALL of the information requested by the Closing Date. Failure to address any area or submit the required documents in time may render their tender invalid.

2.2 Enquiries

Enquiries relating to this tender should be submitted via the PCS Portal. QMS will not respond to any queries or requests for clarification in relation to the terms of the tender which are not submitted in the required manner. All queries and clarification points will be answered using the PCS Portal and circulated in a suitably anonymised way to all Bidders.

All questions and queries must be received no later than **10 working days** prior to the Closing Date.

2.3 Tender by a Company

If the Bidder is a company and is part of a group of companies, the responses in the tender must be provided by the Bidder and not by a parent or holding company on behalf of the Bidder.

2.4 Sub-contracting

Tender submissions shall state whether the Bidder intends to subcontract any part of the contract and indicate which part of the contract will be sub-contracted and to whom. A separate Single Procurement Document (SPD) ought to be submitted for each principal subcontract as required in terms of the SPD. Costs given in the Pricing Schedule ought to be inclusive of all sub-contractor costs.

2.5 Consortium

Where a tender by a consortium is being submitted, tender submissions shall state whether the bidder is acting as the lead contact for the consortium and shall indicate which members of the consortium will provide which parts of the contract. The lead contact for the consortium should complete the ITT on behalf of the consortium.

Bidders should note that if the successful bidder is a consortium the contract will be awarded to the lead contact for the consortium partner where there is an informal consortium, or to the consortium itself where the consortium has been formally constituted.

2.6 Responsibility to be fully informed

It is the Bidder's responsibility to ensure that it and its sub-contractors (if any) are fully informed in all matters relating to their tender and any resultant contract. From the date of acceptance of a tender the successful Bidder will be bound by the terms of the tender and resultant contract.

2.7 Format of Response

Bidders must ensure that any tender submitted is complete, accurate and legible. The tender should be completed using Microsoft Word/Excel (as appropriate) and in English.

Where a template has been provided for a Bidder's response only responses submitted using such template will be accepted for consideration by QMS and Bidders must comply with any word limits set.

Bidders should **not** include embedded links or hyper-links in their responses. Unless specifically requested the Bidder shall not refer to external documents when responding. Where supporting documents are requested, the Bidder shall attach or include such documents marking clearly on all such documents the name of the Bidder and the section number of the tender to which the documents refer. Only information provided as a direct response to the ITT will be evaluated. Unless supplied specifically in response to a question in the tender document, information and detail which forms part of general company literature or promotional brochures etc will not form part of the evaluation process.

Bidders should respond to each item in a clear and decisive manner with no likelihood at all for misinterpretation. The use of the term "Noted" is not an acceptable response. If it is used it will be understood to mean non-compliance with the particular item referred to.

The Bidder shall not make any unauthorised alteration or addition to the Form of Tender or any other component of the Invitation to Tender. Tenders must not be accompanied by any covering letter or any statement that could be construed as rendering a tender equivocal and/or placing it on a different footing from other tenders.

Only tenders submitted without qualification and strictly in accordance with these instructions will be accepted for consideration. QMS's decision on whether or not a tender is acceptable will be final and Bidders will not be consulted. Qualified tenders will be excluded from further consideration and the Bidder notified accordingly.

Bidders should respond on the basis that QMS has no prior knowledge of their organisation, even if it has an existing relationship with QMS.

The Form of Tender must be signed by an authorised signatory of the Bidder and returned with the tender response.

2.8 Pricing

The Pricing Schedule should be completed and uploaded as part of the tender response. The prices quoted must be rounded down to the nearest 2 decimal points. The prices quoted in the bid must be strictly net prices, exclusive of VAT and in pounds sterling, but must include all sub-contracting costs.

Bidders will be deemed to have satisfied themselves that the net prices submitted on the tender include an allowance on all matters in respect of safety, health and welfare, conditions of employment, all matters relating to the satisfactory execution of the contract and the insurances required by QMS in relation to the contract.

Terms “nil” and “included” must not be used but indicated as 0.00.

All entries such as rates or price totals must be typewritten prior to uploading. QMS takes no responsibility for identifying any clerical errors or misunderstandings in any tenders submitted.

All offers will be regarded as firm price offers subject to any review provisions provided for in the Terms and Conditions of Contract.

2.9 Amendments to the Invitation to Tender

At any time prior to the Closing Date and time, QMS may modify the Invitation to Tender. All Bidders will be notified of any amendment via the PCS Portal.

Where modifications or amendments are significant QMS may, at its absolute discretion, extend the Closing Date or cancel the tender process and issue fresh tender packs.

2.10 Costs and Expenses

Bidders will not be entitled to claim from QMS any costs or expenses incurred in preparing and or submitting their tenders.

2.11 Contract

The successful bidder may be required to enter into a contract with QMS in terms of and on the terms and conditions contained in Schedule Part 4 “Terms and Conditions of Contract” of this Invitation to Tender. Notwithstanding that no further contract may be signed the relationship between QMS and the successful Bidder will be governed by the terms of this ITT (including the Terms and Conditions of Contract) and the tender response from the date of QMS's acceptance.

2.12 Clarification Process

QMS may contact Bidders in order to validate or clarify the terms of their tender. Any point of clarification which affects all Bidders will be sent to all Bidders via the PCS Portal and an electronic response should be submitted to QMS by the deadline given.

2.13 Publicity

No publicity or other information relating to this Invitation to Tender is to be released by any Bidder or by the selected Bidder or its sub-contractors for publication in the press or on radio, television, screen or any other medium without the prior written consent of QMS.

Bidders should not disclose the fact that they have been invited to tender or release details of the Invitation to Tender other than on an in-confidence basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender.

2.14 Canvassing

Bidders should be aware that canvassing any officer of QMS, whether directly or indirectly, relating to the award of this contract is prohibited and will lead to the disqualification of the bidder concerned.

2.15 Publication of Tenders

Bidders are advised that their tenders may be reproduced and that no further indication or request prior to publication will be made.

2.16 Standstill Period

Where appropriate immediately following the issue of a letter notifying a bidder that they have been unsuccessful there will be a minimum 10 calendar day standstill period before the award of any contract is confirmed. The standstill period will commence on the day immediately after the day on which these letters are issued except where they are issued on a Friday in which case the standstill period will commence on the following Monday. If the tenth day falls at the weekend or on a public holiday it will roll forward to the next weekday. The award of the contract may be confirmed in writing on the day following the tenth day if there have been no proceedings raised in the standstill period.

Following expiry of the standstill period and if (1) no challenge to the proposed award is made by any unsuccessful Bidder within that period or (2) such a challenge has been made but resolved in favour of QMS (if the standstill period applies), QMS will proceed to enter into a contract with the successful Bidder.

2.17 Acceptance of offers

A formal letter of acceptance will be issued to the successful Bidder via the PCS Portal. All unsuccessful Bidders will also be notified of the award of the contract via the PCS Portal. Hard copies of the letters will be sent by post.

2.18 Right to Reject and/or Exclude Bidder

QMS reserves the right to reject or exclude a bidder from the tender process where: -

- the Bidder has failed to submit a response which is in compliance with the requirements of the ITT;
- the tender response is submitted late, is completed incorrectly or is incomplete;
- the Bidder fails to respond in satisfactory terms to a request by QMS for clarificatory information regarding the bidder's response to the ITT;
- the bid includes or relies upon embedded links or hyper-links anywhere within the response;
- the Bidder or any of its sub-contractors or consortium members is/are guilty of serious misrepresentation in respect of its response to the ITT and/or the tender process;
- the Bidder provides, what QMS consider to be, an abnormally low tender in terms of the Regulations.

- the Bidder provides unsatisfactory responses to any of the questions in the Single Procurement Document.

2.19 Misleading or Falsification of Documents

Bidders should be aware that should any of its responses be found to be deliberately misleading or falsified, the Bidder's tender will be excluded from the tender process and will not be considered further. If Bidders provide false information regarding any criminal convictions or business probity the bidder may also be guilty of a criminal offence.

2.20 Constitution of Contracts

No information contained in the ITT or in any communication between QMS and any Bidders in connection with this ITT shall be relied upon as constituting a contract, agreement, warranty or representation as to QMS's ultimate decision regarding the requirement, which is the subject matter of this ITT, or that any contract shall be awarded or entered into pursuant to this ITT.

2.21 No Representation or Warranty

QMS, its advisers, officers, members, employees and other staff and agents:

- make no representation (express or implied) as to the accuracy, reasonableness or completeness of the information constituted in this ITT;
- accept no responsibility for the information contained in this ITT or for its fairness, accuracy or completeness; and
- shall not be liable for any loss or damage (other than in respect of fraudulent misrepresentation) as a result of reliance on the information contained in this tender or any subsequent communication.

2.22 Conflict of Interest

Bidders must disclose in their tender response (by answering the Conflict-of-Interest questions found within the SPD) any circumstances, including, without limitation, personal, financial and business activities that would, or may be likely to, give rise to a conflict of interest between QMS and/or any sub-contractors or members of the bidder's consortium and the bidder.

2.23 Freedom of information

QMS reserves the right to give out information contained within this tender and any subsequent correspondence, notes, responses etc. held by QMS in compliance with the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 (QMS's decisions in relation to the interpretation of that Act or Regulations, including, but not limited to whether an exemption or exception applies or if an exemption/exception applies, whether the public interest in giving out the information outweighs the public interest in holding back the information shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms) or any other law or as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.

Accordingly, if you consider that any of the information included in the tender should be treated as confidential or that its disclosure would be substantially prejudicial to your commercial interests, please identify it and explain:

- How it affects your commercial interests or why the information is confidential.
- Why it would be prejudicial to those interests to give out that information.
- The extent to which your interests would be prejudiced and why.

Please note that QMS will only agree that matters are commercially sensitive and/or confidential in exceptional circumstances. However, even where you have indicated that the information is commercially sensitive QMS may give out that information where QMS sees fit except where QMS have agreed that a duty of confidentiality applies. QMS will not take the receipt by them of any material marked "confidential" or equivalent as meaning that QMS accepts any duty of confidence by virtue of that marking.

2.24 Estimated quantities

Any quantities stated in the ITT are approximate and provisional and may be increased or decreased by QMS without invalidating any contract to follow on from this tender process.

2.25 Validity

The tender should be left open for acceptance for a period of sixty (60) calendar days from the Closing Date.

3 Evaluation Criteria

3.1 The evaluation criteria will include emphasis on quality as well as price. Each tender will be subject to a Quality and Commercial analysis. The aim of the evaluation is to select the tender(s) which represent(s) the best long-term value for money.

3.2 The criteria which will be applied to determine the Most Economically Advantageous Tender are as follows:

Price	20%
Quality/Technical	<u>80%</u>
Total	<u>100%</u>

3.3 Quality Criteria

This will be evaluated using the following sub-criteria:

	Description	% Weighting
1	Overall Development of Whole Chain Assurance	8
2	Contract Implementation	8
3	Management and Delivery Methodology	10
4	Management and Delivery Team	10
5	Assessor Team	9
6	Joint Assessments and Joint Visits	7
7	Spot Checks	7
8	Key Performance Indicators	8
9	Risks and Challenges	6
10	Access to Data	7
	TOTAL	80

In assessing the quality proposal, a mark will be awarded for each question up to a maximum of 4. A percentage weighting is detailed against each of the questions. The mark awarded will be based on the evidence submitted in response to the question and the mark will subsequently be multiplied by the weighting to obtain an overall score. The tender with the highest quality score will be awarded 100 points with all other tenders being awarded points relative to the highest quality score. The 80% quality ratio specified above will then be applied to the points allocated.

Tenders will be scored using the following marking system.

0 Unacceptable	Response does not address the required areas or is not considered relevant. The response is unconvincing, flawed or otherwise unacceptable. The response fails to demonstrate an ability to deliver the requirement.
1 Poor	Response is partially relevant but poor. The response addresses some of the requirements of the Specification but contains insufficient or limited detail. The response demonstrates only a limited understanding of the requirement and how this will be fulfilled.

2 Acceptable	The response meets the key elements of the Specification and demonstrates a broad understanding of the requirement and how this will be fulfilled. The response may lack detail on how the requirement will be fulfilled in certain areas but is otherwise considered relevant and acceptable.
3 Good	The answer provides an acceptable response in all of the required areas and fully meets the requirements of the Specification. The response is sufficiently detailed to demonstrate a good understanding of the requirement and how this will be fulfilled.
4 Excellent	The response addresses all of the required areas and fully meets the requirements of the Specification. The answer is comprehensive and unambiguous and demonstrates a thorough understanding of the requirement. The response is highly credible and may offer added value or innovation.

3.4 Pricing

The rates/costs submitted under Schedule Part 3 - Pricing Proposal will also be subject to evaluation. The figures provided by Bidders on a per member basis will be multiplied by QMS by the Indicative Member Figures (as defined in the Pricing Schedule) provided in the tables. Each of the total figures will then be aggregated together to give a total cost figure

The Bidder with the lowest aggregate cost figure will receive a score of 20 with all other rates/costs being scored relative to the points given to the lowest priced Bidder.

3.5 Overall Scoring

Overall points total which combines the quality/technical score and price score will then be calculated to identify the tenderer with the highest score and therefore be awarded the contract.

SCHEDULE PART 1- SPECIFICATION OF REQUIREMENTS



Whole Chain Assurance
From Quality Meat Scotland

Specification of Requirements

**Provision of Assessment and Certification Services
to the QMS Whole Chain Assurance Programme**

ASSESSMENT AND CERTIFICATION SERVICES REQUIREMENTS

QMS Assurance Schemes

This section provides scheme membership numbers, as of 13 September 2021, current assessment protocols and other relevant information. Please note these may change over the contract term. Please refer to the Pricing Schedule for more detailed membership analysis and background information.

Current Standards documents for the 6 assurance schemes in the QMS whole chain assurance programme can be downloaded at www.qmscotland.co.uk/whole-chain-assurance.

The requirement is for the successful bidder (Certification Body (CB) contractor) to undertake all assessment and certification services within the current QMS Assurance Schemes in accordance with the current assessment protocols.

Scheme Details

Cattle & Sheep Assurance Scheme

- 9165 members, of which 141 are Crofting Group members
- Crofting Group membership category
- One assessment every assessment year which runs 1 April to 31 March
- Revisits which are related to assessments must be carried out as and when required

Currently over 90% of Scotland's breeding cattle population and over 80% of the breeding sheep flock are covered by QMS quality assurance. The Crofting Group membership category allows crofters to group together under one membership, which is charged at the equivalent rate for their combined number of livestock. Other discounts are offered by QMS to members where joint assessments can be achieved with other assurance schemes not operated by QMS.

Pigs Assurance Scheme

- 183 members
- Assessment frequency is determined by a risk-based categorisation system:
 - Category 1 – To be assessed in 12 months
 - Category 2 – To be assessed in 9 months
 - Category 3 – To be assessed in 6 months
 - Category 4 – To be assessed in 3 months
 - Category 5 – Certificate of conformity withdrawn
 - Full assessment required at the charge of the member
- New applicants must be assessed jointly with a Scottish SPCA inspector
- Thereafter, assessors may be accompanied by a Scottish SPCA inspector, as part of the Specially Selected Pork, Approved by Scottish SPCA joint-branding scheme
- Revisits which are related to assessments must be carried out as and when required

Currently almost 100% of commercial pig farming businesses in mainland Scotland are covered by QMS quality assurance.

Feeds Assurance Scheme

- 98 members (feed manufacturers and merchants)

- Operates to core standards of AIC's Universal Feed Assurance Scheme (UFAS), or schemes recognised by UFAS as equivalent
- No QMS assessments, as assessments are carried out by UFAS contractors
- Scheme administration is required as follows:
 - annual verification that QMS scheme members are currently UFAS, or equivalent scheme approved
 - collection of annual renewal fee
 - regular provision of up-to-date membership lists to all QMS livestock scheme assessors

Haulage Assurance Scheme

- 102 members
- One assessment every assessment year which currently runs 1 April to 31 March
- Revisits which are related to assessments must be carried out as and when required

Auction Market & Collection Centre Assurance Scheme

- 37 members
- Three membership categories – Auction Market - permanent, seasonal (up to 14 sales within the year) and Collection Centres
- One assessment every assessment year which currently runs 1 April to 31 March
- Revisits which are related to assessments must be carried out as and when required

Processor Assurance Scheme

- 25 abattoir and cutting plant members
- Two assessments every assessment year for BRC approved member sites
- Three assessments every assessment year for non BRC approved member sites
- Current assessment year runs 1 April to 31 March
- Revisits which are related to assessments must be carried out as and when required

QMS will encourage any opportunities to offer joint assessments with other schemes, provided full approval is agreed in advance. The Processor scheme is also the inspection regime for companies wishing to use the Red Tractor Assured Food Standards logo on red meat in Scotland. QMS also operates a licensing scheme covering companies that are Processor scheme members' customers and the contractor will be expected to cooperate closely with auditors verifying compliance with QMS brand guidelines.

Role of QMS

As the assurance schemes owner, QMS is not directly involved in day-to-day operational activities (registration, assessment, certification etc). However, managing the assurance schemes contract, the relationship with the Certification Body (CB) contractor and monitoring the CB contractor's performance, falls under the responsibility of the QMS Head of Brands Integrity (HBI). The HBI is also responsible for leading the strategic development and review of the schemes. The Brands Integrity department also employs two Assurance Specialists who provide an additional expert advisory and liaison service to scheme members, attend agricultural events to promote scheme membership and hold advisory clinics/workshops at appropriate venues to raise awareness and understanding of the schemes.

Financial Standing and Insurance

Requirements with regard to Financial Standing and Insurance are set out in the Contract Notice and the SPD (Scotland).

Operational Requirements

Personnel, Systems and Operating Procedures

Requirements with regard to professional accreditation are set out in the Contract Notice and the SPD (Scotland).

The appointed CB contractor must have personnel, systems and operating procedures in place which are/will be approved by UKAS or equivalent including: -

- Quality Management System which details the following as a minimum: -
 - Quality Policy
 - Legal Status and Financial Controls
 - Organisational Structure
 - Standard Operating Procedures
 - Administration Procedures for registration of new applicants, assessments and certification
- Approved and appropriately trained assessment and certification staff
- Procedure for handling new applications
- Assessment procedure (determined from UKAS or equivalent witnessed inspections)
- Certification procedure in line with UKAS or equivalent requirements
- Certification Regulations which provide operational details of the Certification Scheme (conditions of membership, obligations, assessment process, certification decisions, appeals procedures etc.)
- Confidentiality agreements for directors, employees, sub-contractors and committee members
- Procedures for handling complaints and appeals against any scheme decisions, including non-compliance notifications and scheme withdrawal notifications
- Procedure for obtaining pre-entry check information from appropriate sources (convictions and any other relevant information for new scheme membership applications)
- Procedures for withdrawals of scheme members, cancellation of assessments, re-applications, refusals and removing scheme members with relevant convictions e.g., animal welfare convictions
- Procedure for handling scheme members who no longer keep livestock
- Procedure for handling scheme members who refuse assessments
- Procedure for monthly/weekly reporting of new applicant registration, assessment and certification performance to QMS
- Procedure for reporting against Key Performance Indicators (KPIs) and communicating them monthly to QMS
- Capacity to meet KPIs
- Procedure for maintaining a Customer Relationship Management (CRM) database of scheme members (applicant and existing), recording all communications and updating the relevant assurance status accordingly
- Procedure for ensuring membership information is accurately captured in CRM database
- Procedure for issuing daily membership data files, to allow updating of the QMS website and assurance traceability checker systems
- Procedure for annual reporting to the QMS Board, to include feedback on how scheme members view their performance across a range of factors
- Appropriate insurance which covers any potential liability to QMS assurance scheme members for negligence under or in connection with certification decisions

Assessment and Certification Services

The provision of assessment and certification services can be categorised into three main components - registration, assessment and certification.

a) Registration

“Registration” means the registration and processing of new scheme applications and ongoing management of existing scheme members. The CB contractor must have the ability and capacity to timeously carry out the following:

- Handle application enquiries
- Distribute application packs
- Process applications / re-applications (application forms and payment)
- Ensure membership information is accurately entered into CRM database, particularly CPH numbers
- Conduct new applicant pre-entry checks
- Handle receipt of fees and allocate to members' accounts
- Ensure no applicant member is assessed until payment has been cleared
- Schedule new applicant assessments within 4 weeks of receipt of application
- Issue renewal notices
- Issue renewals receipts
- Maintain and update CRM database with up-to-date scheme members information (applicant and existing) and current assurance status (Applicant, Approved Member, Suspended/on hold or Withdrawn Member)
- Prepare and submit daily membership data files to relevant File Transfer Protocol (FTP) sites, to allow updating of QMS website and assurance traceability checker systems (please note this applies to both the registration and certification processes)
- Provide QMS with daily membership data files through relevant API link which includes all information relevant to the member (please note this applies to both the registration and certification processes)

b) Assessment

Assessments must be carried out to ensure the compliance of individual scheme members with the relevant QMS Assurance Scheme Standards and the CB contractor will be required to:

- Organise and operate a cost effective and consistent assessment delivery model using a risk based and proportionate approach
- Provide consistent assessment protocols for new applicants and existing renewing members, the latter category being assessed in order to retain their ongoing approved status
- Ensure rotation of assessment schedules with no more than three consecutive assessments carried out by the same assessor
- Ensure assessments are scheduled according to the required frequencies
- Ensure there is always a sufficient number of assessors, who are appropriately located, to allow assessment schedules to be met
- Deliver assessor training as required, in particular following the reviews of Standards in conjunction with QMS

- Ensure assessors are positively engaged and updated about QMS activities
- Monitor individual assessor performance through a programme which delivers witnessed assessments and review of assessor reports, with remedial action taken as appropriate. Such reports should be shared with QMS
- Ensure timely submission of assessment reports for review and certification
- Manage cancellations and revisits
- Ensure relevant paperwork is left with QMS assurance scheme members at the end of every assessment
- Ensure QMS assurance scheme members are fully aware of any non-compliances raised and the timescales for submitting corrective action
- For Cattle & Sheep assurance scheme, ensure intervals between assessments varies to allow members' businesses to be seen at different times of the year
- Schedule revisits after the routine assessment as and when required, to verify corrective action for non-compliances, or to ensure that Standards are being maintained
- Maintain and update the CRM database with accurate assessment information and update members' current assurance status
- Prepare and submit daily membership data files to relevant FTP sites and API links

c) Certification

“Certification” means the decision-making process which finally approves new applicants and existing QMS assurance scheme members. It includes the following elements that the CB contractor must undertake: -

- Receipt and two stage review of assessment reports, including a time scheduling system for this activity
- Issue non-compliance letters detailing the required corrective action and timescales for submitting corrective action
- Issue a timed schedule of reminder letters if corrective action is not received
- Receipt and review of corrective action evidence
- Communicate timeously with QMS assurance scheme members regarding non-compliance evidence and corrective action
- Approve compliant scheme members and issue of certificates of conformity
- Communicate membership status changes timeously to QMS assurance scheme members - Applicant, Approved Member, Suspended/on hold members and Withdrawn

- Maintain and update the CRM database with certification results and status of all QMS assurance scheme members, to ensure relevant data feeds are up to date and accurate

Management and Certification Staff

The Contract Manager must have at least five years relevant experience in agriculture and food production and preferably within assurance or quality management.

Key scheme managers/scheme coordinators must be identified as responsible for the efficient operation of each of the six assurance schemes and this must be in place for the term of the contract unless otherwise agreed by QMS. These key scheme managers/coordinators will also be responsible for coordinating and responding to QMS queries, the effective integration of assessment visits and ensuring close co-operation between schemes. Appropriate resources must be in place to ensure cover during absence periods.

The CB contractor must ensure their employees and self-employed contractors are available and accessible to meet with QMS to discuss aspects of the contract, which could potentially be at short notice.

Assessor Capability

Assessors are the face of the QMS assurance schemes and ensuring they are motivated, engaged and appropriately trained is key to the reputation and integrity of the QMS whole chain assurance programme. Assessors should have a minimum of five years recent agricultural experience and ideally formal agricultural qualifications.

The CB contractor must ensure sufficient assessors (whether directly employed or sub-contractors) are retained, to carry out the required assessment protocols for each QMS assurance scheme. A list of Assessors, including details of schemes they cover, area, capacity and contact details must be provided to QMS on a regular basis.

The CB contractor must ensure all new assessors undertake an intensive training programme which covers the QMS assurance scheme standards, related legislation, codes of practice, assessing skills, an overview of animal welfare assessment procedures and food safety issues. They must only become approved after shadowing experienced assessors and assessing a number of farms under supervision. Ongoing training should be delivered when schemes' standards have changed or as and when there has been any material change to the operation of the QMS assurance schemes.

There must be an Assessor monitoring programme in place to ensure consistency of the delivery of assessments.

Assessor Consultation Group

The CB contractor must establish and manage an Assessor Consultation Group (ACG). The ACG's role is to provide a proactive mechanism which facilitates constructive feedback and discussion with assessors across the QMS whole chain assurance programme, for the benefit of QMS as Standards owner, assessors and scheme members. All assessors must be given the opportunity to input to this group. Group members are responsible for coordinating feedback from their allocated list of assessors and presenting this in an unbiased manner. The ACG will meet quarterly with QMS.

Joint Assessments

Joint assessments are highly desirable as they can reduce both cost and time involvement for members. Opportunities exist for joint assessments to be carried out within the Cattle & Sheep, Pigs and Processor schemes.

Collaboration with Scottish SPCA

QMS has a formal partnership with Scottish SPCA and works closely in the development of Scheme Standards, and undertaking joint visits, for which Scottish SPCA does not charge QMS or the member. The CB contractor will be expected to work proactively to optimise this ongoing relationship. QMS will agree the target number of joint ScottishSPCA visits to be conducted per year which is usually 95% of the pig's membership and 5% Cattle & Sheep

Spot Check Programme

To enhance the integrity of the QMS whole chain assurance programme, QMS will agree a targeted number of spot checks to be carried out for each assurance scheme

Standards Setting Body Committees

Standards for the QMS assurance schemes are set by QMS committees referred to as Standards Setting Bodies (SSBs), prior to which a consultation exercise is conducted with wider industry stakeholders, including the CB contractor. QMS is responsible for setting up and running SSBs. The CB contractor provides an advisor to attend each SSB meeting and provides resource for Scheme Standards reviews.

Quality Assurance Governance

The successful tenderer will be responsible for agreeing a set of Overall Scheme Rules with QMS and establishing a Red Meat Quality Assurance Committee to be accountable for ensuring these overall Scheme Rules are implemented competently in a consistent manner. The successful tenderer will be responsible for the establishment of a governance regime for the Schemes which ensures that the Schemes obtain, and take account of, relevant industry expertise and experience in setting and applying standards, including such consultation mechanisms as are necessary for that purpose.

Information Management

The CB contractor must ensure that it complies with the Data Protection Act 2018, together with any other statutes, regulations or other provisions relating to the storage of data from time to time in force. QMS must have direct access to the CRM membership database. Where third parties are used for data storage, QMS must have direct contact with these companies and immediate access to the data. Membership information and data must be accurately captured and processed and due to the potential for human error to occur, safeguard checks and balances must be in place to ensure this is delivered. Daily membership data files must be prepared and submitted to the relevant FTP sites, to ensure the QMS website and assurance traceability checker systems are up to date and accurate.

Independent Audit

QMS reserves the right to appoint an independent auditor to monitor the CB contractor's performance.

Financial Requirements

Financial Year

The QMS financial year runs from 1 April to 31 March. This will be the start of the financial year for the Cattle and Sheep scheme and all other schemes will run to the calendar year.

Financial Yearend Reconciliation

A financial yearend reconciliation will be carried out in conjunction with the CB Contractor at the end of each contract year, based on actual numbers of members and assessments for each scheme.

Membership Invoicing

The CB contractor is responsible for invoicing and collecting membership and new applicant fees for all schemes.

Membership Fee Renewals

Fee renewals for existing assurance scheme members will be issued as follows:

- Cattle & Sheep - mid April (2 payment reminder letters issued)
- Pigs, Feeds, Haulage, Auction Market and Processor - Mid July

Two payment reminder letters and a text message reminder are issued to Cattle & Sheep scheme members and at least one payment reminder letter is issued to members of the five other schemes.

Expenses

The CB contractor must meet the following expenses as part of the ongoing delivery of the contract: -

- Assessment costs for all schemes
- Recruitment, training and development of employees and assessors
- Operating costs for CB Contractor Committees
- Scheme documentation, stationery and postage
- Maintaining UKAS or equivalent accreditation

QMS WHOLE CHAIN ASSURANCE PROGRAMME

Continuous Development of Whole Chain Assurance

QMS will continually develop the whole chain assurance programme as and when necessary and expects the CB contractor to work as a strategic partner to achieve this aim over the period of contract.

Development of Scheme Membership

The CB contractor will be expected to proactively identify any opportunities to grow scheme membership.

COMMUNITY BENEFITS

Community Benefits are included in this requirement.

QMS are committed to contributing to the social, economic and environmental well-being of the people of Scotland, in order to create a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth. Accordingly, while the following Community Benefit objectives will not be evaluated as part of the tender process, tenderers will be expected to present a community benefit proposal with their tender detailing how, in the event that they should be successful in winning the tender, they will address Community Benefits.

The Community Benefits proposed for this tender should be provided specifically if successful in this tender process and should not include a Community Benefit which is already being undertaken by the organisation. Some examples of Community Benefits include: -

- Charitable donations/monetary value of contributions to red meat industry related community activities.
- Graduate, apprentice, work placements and/or trainee placements;
- Supplier engagement with schools, colleges and/or universities;
- Holding educational and raising awareness events for the community;
- Support and development opportunities delivered to young people; and
- Opening up sub-contracting opportunities to SMEs and third sector organisations.

For any Community Benefits being offered please provide as much detail as possible.

The [Scottish Government Guidance on Monitoring Community Benefits](#) provides further guidance.

SCHEDULE PART 2 - QUALITY RESPONSE DOCUMENT

Introduction

This Quality Response Document sets out the objective evaluation criteria for tenders submitted for the provision of Assessment & Certification Services for QMS Assurance Schemes.

The Tenderer must submit a response to each question within each of the numbered sections below. Responses to each question should be submitted in an A4 document, using Arial Font, Size 10, on Margin Settings 2.54cm (Top, Bottom, Left and Right) using single line spacing. The maximum page limits must not be exceeded.

Where a response requires the inclusion of an additional document this should be included as a separate attachment.

Responses should as far as be reasonably practicable, provide a complete response to each section without cross-referencing to other areas in the document.

Only the information provided in the tender submission will be evaluated.

Tenderers should clearly state any assumptions, caveats or exclusions which have been made in connection with or apply to their offer. This statement should also confirm that these are the totality of assumptions, caveats and exclusions made in the compilation of the offer.

Quality Questions

Question 1	Weighting %
<p>Overall Development of Whole Chain Assurance</p> <p>Explain how you propose to work with QMS to further develop the whole chain assurance programme over the period of the Contract. Your response should include examples of how you will add value to achieve this objective. Please also demonstrate how information technology, effective communication, people development and any other relevant methods, tools or technologies will be utilised.</p> <p>Describe what innovations you would hope to introduce to the schemes to future proof the whole chain assurance programme.</p> <p>We are particularly interested to see how you propose to provide a development services programme which shows a willingness to go the extra mile.</p> <p>Maximum Page Limit - 7</p>	8%
Response	

Question 2	Weighting %
<p>Contract Implementation</p> <p>Provide details which demonstrate your ability to implement the Contract at the outset of the Contract period. Include details of your planning and associated processes relevant to the contract mobilisation stage.</p> <p>Maximum Page Limit - 5</p>	8%
Response	

Question 3	Weighting %
<p>Management and Delivery Methodology</p> <p>As a key strategic partner for QMS, explain how you will proactively manage and deliver the assessment and certification services, as outlined in the Specification of Requirements. Provide details of how your internal systems, procedures and performance of employees/contractors will be monitored, reviewed and updated. Demonstrate how you will implement quality control and reporting measures, to ensure consistently high service levels are achieved throughout the period of the Contract. Please explain the governance regime that you would establish to ensure that the Schemes obtain and take account of relevant industry expertise and experience in setting and applying standards and the consultation mechanisms that you would put in place to achieve that.</p> <p>Maximum Page Limit - 10</p>	10%
Response	

Question 4	Weighting %
<p>Management & Delivery Team</p> <p>Provide details of your proposed management and delivery team, including an organisation chart in support of your response. Explain roles and responsibilities and how they interconnect across different scheme roles and functions and how they will interface with QMS and its scheme members. Your response should include details of any sub-contracting arrangements.</p> <p>Demonstrate how consistent performance levels will be achieved and how you will quality assure the team associated with delivering the Contract. Explain how you will deal with changes in key personnel. Include details of how you will ensure the team have the knowledge and understanding of each of the schemes.</p>	10%

<p>Describe the culture of your organisation in terms of how it supports this aim.</p> <p>Include a proposed table explaining your approach to the management and delivery team including the following as a minimum:-</p> <ul style="list-style-type: none"> - Number of people in each section - Protocols for access to key personnel out with normal working hours <p>Provide brief CV's for all management staff, detailing how their specific expertise, experience or qualifications will be applied to and benefit the delivery of this Contract. (Max page limit of 1 side of A4 per CV). CV's <u>must</u> be clearly labelled.</p> <p>Maximum Page Limit - 8 (excluding CVs but including organisation chart)</p>	
Response	

Question 5	Weighting %
<p>Assessor Team</p> <p>Provide details of the assessor team structure across the different schemes. Explain the recruitment, training (initial and ongoing) and assessor performance management processes. Explain how inputs and outputs from the Assessor Consultation Group will be optimised and how you will ensure broader engagement of the full assessor team in this process.</p> <p>Maximum Page Limit - 5</p>	9%
Response	

Question 6	Weighting %
<p>Joint Assessments and Joint Visits with Scottish SPCA</p> <p>Provide details of how you will plan and deliver a programme which optimises joint assessments. Your response should clearly identify joint assessment schemes and their potential.</p> <p>QMS have a proactive relationship with Scottish SPCA. We aim to cover 95% of pig members and 5% of Cattle & Sheep members with a joint visit with ScottishSPCA.</p> <p>Please provide your proposals for delivering a joint visits programme with Scottish SPCA and how this will be proactively managed.</p> <p>Maximum Page Limit - 5</p>	7%

Response	

Question 7	Weighting %
<p>Spot Checks</p> <p>QMS currently has a spot check programme in place for Cattle, Sheep and Pigs Schemes. These are currently covering 5% of Cattle & Sheep scheme members and 20% of Pig scheme members. Please provide details of your proposed programme for delivering spot checks for the above schemes and a proposal for the further three assessable schemes. Your response should include numbers per scheme, basis for selection, membership communication, potential involvement of other parties and any other information you consider to be relevant.</p> <p>Maximum Page Limit - 4</p>	7%
Response	

Question 8	Weighting %
<p>Key Performance Indicators</p> <p>Outline what you consider to be the key performance indicators which will determine successful delivery of assessment and certification services. Your response should include details of how information technology and communication strategies will be utilised to optimise customer services levels for assurance scheme members and for QMS. Please also indicate any contractual penalties to be applied in the event of failure to meet each of the KPIs identified.</p> <p>Maximum Page Limit - 5</p>	8%
Response	

Question 9	Weighting %
<p>Risks and Challenges</p> <p>State and assess any risks or challenges which you may face in delivering the Contract and how you would propose they could be mitigated.</p>	6%

<p>Your response should include details of the processes you would use to carry out risk analysis and risk management and identify the following in the table below (additional rows/columns may be included):-</p> <ul style="list-style-type: none"> • The risk or challenge • The likelihood of it occurring • Its impact • Appropriate mitigation <p>Maximum Page Limit - 4</p>	
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Response			
Risk	Likelihood	Impact	Mitigation

Question 10	Weighting %
<p>Access to data</p> <p>For the avoidance of doubt, QMS has, and required to have, outright ownership of all data collected under this contract and must be able to access it on a 24/7 basis. The type of data collected will include but is not limited to:-</p> <ul style="list-style-type: none"> • Access to membership details including. <ul style="list-style-type: none"> ○ Membership contacts details ○ CPH numbers ○ Status ○ Stock figures/ vehicle information ○ Correspondence details ○ Last assessed date/audit history • Provision of relevant reports <ul style="list-style-type: none"> ○ KPI reports ○ Spot checks ○ ScottishSPCA joint visits ○ Overdue reports • Membership mailing lists <p>Explain how you will ensure that such access is provided to QMS.</p> <p>Maximum Page Limit - 5</p>	<p>7%</p>

Response

SCHEDULE PART 3 - PRICING SCHEDULE

Background Notes and Interpretation

1. The membership figures (the "**Indicative Member Figures**") shown in the following costs tables are broadly representative of the figures as at the last financial reconciliation date 31/3/21 Please refer to the Specification of Requirements document for updated membership figures, current assessment protocols and other relevant information for each scheme.
2. Each table shows the methods of payment used by scheme members and costs are required to be input for each payment method within each Band.
3. All cost fields must be populated, and they are **per member** for Year 1 of the contract.
4. Cost increases from Year 2 onwards must be based on CPI inflation rate (if relevant) as provided in the Terms and Conditions of Contract.

Cattle & Sheep Scheme

1. There are 4 costs tables shown for this scheme:-
 - Individual Members
 - Crofting Groups
 - Additional Units, which are defined as:
Farm business(es) with a second unit more than 15 miles from the main membership unit, which is part of the same business and has the same trading name. Additional units are required to join as a separate member but pay the lowest Band 1 membership fee and are subject to a separate assessment.
 - Dairy discounts - these may be given to members who are also members of other assurance schemes not operated by QMS
2. Under the method of payment, Integrated (Int) means the farm assessment is currently carried out jointly with another scheme not operated by QMS. Non integrated (Non Int) means there is no joint assessment.
3. There are currently 9 livestock bands as follows:

Fee Band	LUs
Band 1	1 to 5
Band 2	>5 to 10
Band 3	> 10 to 20
Band 4	> 20 to 45
Band 5	>45 to 85
Band 6	>85 to 150
Band 7	>150 to 250
Band 8	>250 to 350
Band 9	>350

LU = Livestock Units, Bovine = 1 QMS LU, Ovine = 0.1 QMS LU

The Band attributed to a member at annual fee renewal is based on the most recent annual number of animals marketed/destined for the food chain during the previous 12-month period and excludes stock sold for breeding purposes.

4. In addition to the 9 livestock bands, there are also two membership bands for crofting groups:

No of Members
1 - 5
6 - 10

At the reconciliation date, there were 130 groups with 1-5 members and 24 groups with 6-10 members.

5. Dairy discounts may be given to members who are also members of other assurances schemes not operated by QMS.

Other schemes

General Notes

Costs should be based on an inclusive figure which covers assessments (if applicable) and administration.

Pigs

There are two cost option tables:

- Option 1 is based on the current model of all unit types
- Option 2 is based on a pig unit type model

Haulage

1. The membership cost basis is up to and including two livestock haulage vehicles, which could be according to the following permutations:
 - Wagon + Drag = one unit
 - Articulated Trailer = one unit
2. The additional float cost applies to each additional livestock haulage vehicle operated by the member.

Processor

There are two elements to the Processor scheme costs:-

- Member administration
- Assessment
 - 2 per annum for BRC approved sites
 - 3 per annum for non BRC approved sites

Spot Check Programme

Please provide the cost for carrying out spot checks for each scheme, in the table provided.

Assessor Rates

Please complete the number of assessors per scheme and the assessor payment rates for each scheme, in the table provided. These will not form part of the evaluation process.

CATTLE & SHEEP SCHEME - ADDITIONAL UNITS

BAND	CHQ /CARD (Non Int)		CHQ /CARD (Int)		BACS (Non Int)		BACS (Int)		D/D (Non Int)		D/D (Int)	
	Qty	Year 1 Cost	Qty	Year 1 Cost	Qty	Year 1 Cost	Qty	Year 1 Cost	Qty	Year 1 Cost	Qty	Year 1 Cost
Band 1			14		5				24			
TOTAL	43											

CATTLE & SHEEP SCHEME - DAIRY DISCOUNTS

BAND	Year 1 Discount
Band 1	
Band 2	
Band 3	
Band 4	
Band 5	
Band 6	
Band 7	
Band 8	
Band 9	

PIGS SCHEME

CHQ /CARD		BACS		D/D	
Qty	Year 1 Cost	Qty	Year 1 Cost	Qty	Year 1 Cost
37		112		24	
TOTAL	173				

FEEDS SCHEME

CHQ /CARD		BACS		D/D	
Qty	Year 1 Cost	Qty	Year 1 Cost	Qty	Year 1 Cost
17		39		43	
TOTAL	99				

HAULAGE SCHEME

TYPE	CHQ /CARD		BACS		D/D	
	Qty	Year 1 Cost	Qty	Year 1 Cost	Qty	Year 1 Cost
Member	42		34		31	
Per Additional Float	51		43		27	
TOTAL MEMBERS	107					
TOTAL ADD'L FLOATS	121					

AUCTION MARKET & COLLECTION CENTRE SCHEME

TYPE	CHQ /CARD		BACS		D/D	
	Qty	Year 1 Cost	Qty	Year 1 Cost	Qty	Year 1 Cost
Permanent operation	6		10		3	
Seasonal operation/Collection centre	6		11		2	
TOTAL MEMBERS	38					

PROCESSOR SCHEME

TYPE	CHQ/CARD		BACS		D/D	
	Qty	Year 1 Cost	Qty	Year 1 Cost	Qty	Year 1 Cost
Member Admin	8		17		1	
Per Assessment	58					
TOTAL MEMBERS	26					
TOTAL ASSESSMENTS	58					

SPOT CHECK PROGRAMME

Assurance Scheme	Year 1 Cost per Spot Check
Cattle & Sheep	
Pigs	
Auction Market	
Haulage	
Processor	

ASSESSOR RATES (NOT PART OF EVALUATION PROCESS)

Assurance Scheme	No of Assessors	Year 1 Payment Rate
Cattle & Sheep		
Pigs		
Auction Market		
Haulage		
Processor		

SCHEDULE PART 4 - TERMS AND CONDITIONS OF CONTRACT

SCHEDULE PART 5 - FORM OF TENDER

*I/We the undersigned do hereby contract and agree on the acceptance of the Tender by the QMS, to provide the goods and/or services in the Specification in accordance with the Schedules, at the prices entered in the Pricing Schedule and in accordance with QMS's Terms and Conditions of Agreement which appear in this set of documents.

*I/We the undersigned undertake to submit a tender in accordance with this Form of Tender and the following documents:

A. Terms and Conditions of Agreement for the Provision of Certification Services for Quality Meat Scotland Assurance Schemes (Schedule Part 4).

B. The Quality Response Documents (Schedule Part 2)

C. The Pricing Schedule (Schedule Part 3)

D. This Form of Tender (Schedule Part 5)

E. The SPD (Annexation A)

*I/We agree to abide by this tender from 12:00 hours on 29 October 2021, the date fixed for receiving tenders, until the Award of Agreement.

*I/We understand QMS are not bound to accept the lowest or any tender and shall not be bound to use the Supplier as a sole supplier.

*I/We recognise that QMS has a legal duty to publish under the Public Services Reform (Scotland) Act 2010 and have no objection/object.

*I/We understand that the service provision is expected to commence at 00:00 hours on 1 April 2022 unless the Agreement is terminated or extended in accordance with the provision of the Terms and Conditions of Agreement

Signature:

Name:

(BLOCK CAPITALS)

Designation:

ANNEXATION A
SINGLE PROCUREMENT DOCUMENT