

# QUOTATION INVITATION

Date: 24<sup>th</sup> of November 2020

Dear Sir or Madam

## **Invitation to Submit a Competitive Quotation for Facilitation of Monitor Farm Legacy Project**

### Introduction

Quality Meat Scotland is Non-Departmental Public Body set up under the Quality Meat Scotland Order 2008 and has responsibility for a range of activities relating to the development of the red meat sector in Scotland.

AHDB is a statutory levy board, funded by farmers and growers. The Cereals and Oilseeds team, work alongside QMS to deliver arable and cereal elements of the Monitor Farm Programme.

### Tender Specification

The Monitor Farm Legacy Project, Running until 31<sup>st</sup> July 2021. allows us the opportunity to revisit past hosts of the Monitor Farm Scotland Programme to understand how the business has evolved as a result of being involved in the programme.

Three years can be a short time in the life of farm enterprises. In many cases change has been implemented where the outcomes may not be seen until further down the line, The Monitor Farm Legacy Project provides a platform for those involved to revisit the farm and review these changes.

Under current circumstances, the MFL project will be delivered, for the most part, remotely. The creation of resources will be the key output of the project and will focus on a pre-agreed suite of resources outlined below:

- 1 x Virtual Farm Tour utilising drone footage and farmer narration
- 2 x Virtual field 'walk & talk' with specialist input based on themes (Funding for specialist input available)
- 1 x Podcast with farmer / facilitator about the Legacy Farm / theme
- 1 x Carbon Audit (FAS Funding available)
- 2 x Case Studies
- 1 x Interactive Webinar

The indicative Budget for the creation of these resources is £10,800 per Legacy Farm, and we invite Facilitation teams to indicate how they would best produce the outputs listed above.

We would also invite facilitation teams to outline their knowledge of the farm business they are tendering for and familiarity with farming systems in the surrounding area.

Experience of the type of resource creation is desirable but not essential.

The former monitor farms selected to be part of the legacy initiative, funded by the Scottish Government, include:

- Andrew Booth, Savock Farm (Ellon)

### Covid-19 Restrictions

Facilitation Teams are invited to tender on a farm-by-farm basis.

Due to the circumstances caused by the Covid-19 Pandemic, we ask that facilitation teams only submit a tender for farms in the same council area as their place of work.

This is to provide continuity in the event of changing zone-to zone restrictions. Awarding tenders to facilitation teams from the same council areas will allow for the project to continue to be delivered under most circumstances and Scottish Government zone-based restrictions.

### Closing Date

All tenders must be received by **17:00 on Tuesday 1<sup>st</sup> of December 2020**. QMS and AHDB reserve the right not to consider bids received after this time.

Scoring will be based on 80% Knowledge of similar farming systems and 20% on price.

The Knowledge element of the scoring will be based on Knowledge of similar farming systems, experience of work previously done. Examples of this knowledge will be required.

An electronic copy should be sent to *BMcConachie@qmscotland.co.uk* marked "Confidential Tender" and quoting the closing date.

The successful bidder will be notified no later than the **5<sup>th</sup> of December 2020**

**All tenders should ensure they are free on the 8<sup>th</sup> of December for facilitation training workshop.**

### Terms and Conditions

The tender and all supporting documents must be in English with prices in pounds Sterling.

The tender must include CV's of key staff to be involved and contact details for two referees who can substantiate the bidder's ability to deliver the contracted services.

QMS will treat all tenders received as "Commercial - In Confidence". In turn bidders are required to keep all communications and documentation between themselves and QMS confidential both during and after the tendering process. All documentation both to and from QMS must also contain the words "Commercial – In Confidence" in either a header, footer or watermark.

Bidders should advise QMS as soon as practicable if any conflict of interest arises in respect of the tender. In such circumstances, QMS may reserve the right to disqualify the bidder from the tender process.

In selecting the successful tender QMS will consider best value for money and may, therefore, not automatically accept the lowest bid.