



HYBU CIG CYMRU – MEAT PROMOTION WALES

**INVITATION TO TENDER FOR THE
PROVISION OF
SHEEP GENETIC TECHNICAL SPECIALIST SERVICES**

Latest Return Date: 12.00 on Tuesday 21 April 2026

INSTRUCTIONS TO TENDERERS

1 Introduction and Background

Hybu Cig Cymru - Meat Promotion Wales (“HCC”) is the industry-led levy body organisation responsible for the development, promotion and marketing of red meat from Wales.

HCC is required to deliver the Welsh Sheep Genetics Programme (WSGP) on behalf of Welsh Government. The programme will seek to support Welsh Government’s ambition to reduce greenhouse gases by improving efficiencies on farm whilst maintaining the production of high quality and sustainable food. Seen as part of both short term and long-term response to the sectors role in climate change mitigation, support for genetic improvement of the Welsh sheep industry is crucial.

This programme seeks to build on the previous work funded by Welsh Government to support the uptake of genetic improvement within the Welsh sheep flock. The activity will look to further develop activity that has been delivered through the Hill Ram Scheme (HRS) and the first phase of WSGP, which was undertaken as part of Farming Connect.

The proposed programme will be designed to meet the specific needs of the Welsh sheep sector in advancing genetic improvement. It will support participating businesses by assessing their current baseline performance, identifying key performance indicators relevant to their farming system and develop tailored action plans. Each plan will include clear, evidence-based recommendations to enhance genetic progress at the individual farm level, whilst collecting valuable information that could highlight the wider-sectoral benefits of the activity.

Phase 2 of the WSGP will deliver the following objectives:

- Improve economic and environmental performance of Welsh sheep farms
- Increase uptake and confidence in Estimated Breeding Values (EBVs) and genomic EBVs
- Grow a critical mass of performance-recorded and genotyped flocks in Wales
- Enable and encourage sheep farmers to make evidence-based breeding and purchasing decisions
- Support a long-term transition to farmer-led genetic improvement within the national flock in Wales
- Exploring genetic improvement as a natural and impactful way to assist lowering the carbon footprint of the sheep sector in Wales.

HCC is seeking a supplier to provide technical expertise in sheep genetics and support for the delivery of the project in relation to the activities detailed in paragraph 4. The contract will run until 31 March 2029.

2 Outline of Procurement Process and Timetable

On 27 March 2026 a contract notice was published on both the Find a Tender Service (FTS) and Sell2Wales inviting tenders from suppliers interested in providing to HCC the services detailed in paragraph 4 below. HCC is conducting the procurement using the competitive flexible procedure in accordance with the requirements of the Procurement Act 2023 (PA 2023) for the purpose of procuring the services.

The tender process will involve the stages set out in the table below. However, please note that those dates marked with an * may be subject to change.

27/03/2026	Contract Notice issued on Find a Tender Service (FTS)
14/04/2026	Deadline for receipt of requests for clarification
21/04/2026	Deadline for receipt of tender responses (12:00).
22/04/2026 – 28/04/2026*	Evaluation of compliant tender responses.
28/04/2026*	Selection of successful tenderers and notification of results of evaluation.
28/04/2026*	Publication of contract award notice
28/04/2026*	Notification of contract award decision to Tenderers and standstill period begins
11/05/2026	Confirm contract award
12/05/2026	Contract Start

This invitation to tender (“ITT”) includes these instructions and all the appendices that come with them. It also covers any questions asked by bidders and the answers provided, as long as they are shared as set out in paragraph 3. In addition, if HCC issues any updates, changes, or clarifications to this ITT, those will also be considered part of the ITT.

Subject to the provisions of paragraphs 8, 11.1 and 11.2, HCC will consider all responses to this ITT which are received by HCC in compliance with the requirements detailed in this ITT. HCC intends to select a supplier to enter into an agreement for services in the form set out in Appendix 1 on the basis of the most economically advantageous responses to this ITT evaluated and scored in accordance with the criteria set out in paragraph 7. Please note that responses to this ITT which fail to achieve the minimum threshold score or above in respect of the quality criterion set out in paragraph 7.2.3 will be rejected.

3 Additional Information and Guidance

All contact relating to this procurement including any requests for clarity, additional information and for guidance in completing the response to this ITT must be **submitted via Sell2Wales**.

A user guide is available at

https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx

The deadline for submission of requests for additional information and for guidance in completing the response to this ITT is 21 April 2026. Any requests received after this deadline may not be considered. HCC will deal promptly with all requests received before this deadline and will endeavour to respond to such requests within three working days of receipt.

In the interests of fairness and transparency, responses to requests for additional information and for guidance in completing the response to this ITT which HCC considers to be points of clarification in relation to this ITT or to this procurement in general or of general application will be issued through the Sell2Wales portal.

If you consider any request which you make to be commercially sensitive, you must clearly mark the request as “commercially sensitive” and supply reasons why you consider it to be commercially sensitive. Please note, however, that HCC will determine, in its sole discretion, whether it considers any such request to be commercially sensitive. If HCC determines that your request is commercially sensitive HCC will not disclose the request or its response to such request to other tenderers. If HCC determines that your request is not commercially sensitive it will inform you that this is the case. If you agree that the request is not commercially sensitive HCC will respond to the request and will be entitled to disclose the request and its response thereto in accordance with the provisions of this paragraph 3. If you do not agree that the request is not commercially sensitive or do not inform HCC whether or not you so agree within a period of one working day, your request shall be deemed to be withdrawn and HCC shall not respond to it. Nothing in this paragraph 3 shall be interpreted or construed as limiting in any way HCC’s ability to disclose any information to any person in complying with its freedom of information obligations as outlined in paragraph 10.3.

You must not canvass or solicit information relating to this procurement from any officer, employee, agent or adviser of HCC other than via the Sell2Wales post-box platform.

4 HCC's Requirements

The Welsh Sheep Genetics Programme

The core requirement of the WSGP is to improve the understanding and uptake of EBVs and Genomic EBVs within the Welsh sheep sector.

It is envisaged that the programme will be delivered through the following stages;

Transition support for existing participants of the WSGP who wish to continue in Phase 2

Initially, the priority will be to provide a seamless transition for current participants of the WSGP into Phase 2. This will seek to maintain and maximise the data collection opportunity for the 2026 lambing season.

Approximately 60 flocks actively participated at the end of the first phase of the programme, with various degrees of experience and understanding within the field of sheep genetics.

For the final year of Phase 1 of the WSGP, 42 flocks with an average 119 lambs undertook DNA Sampling (a total of circa. 5,000 lambs for the year). 60 flocks undertook backfat scanning with an average of 228 lambs scanned. It is expected that the number of flocks participating in the programme increase in Phase 2, with the average number of lambs per farm remaining relatively stable.

Identify and recruit a suitable range of participating farms & breeds

Once it is known how many existing participants will transfer over to Phase 2 of the WSGP, there will be opportunities to expand the offer to new businesses. It is envisaged the recruitment of participating businesses to be a mix of:

- Those experienced in genetic improvement of sheep – this is to ensure a continued level of knowledge and data which can be shared with other farming businesses who are looking at genetics
- Those who have already started on engaging with genetic improvement, but require further assistance to develop their knowledge, understanding and confidence.
- Those who are new to the process.

The level of support will be proportionate to the participating businesses experience of the subject, but the goal will be for beneficiaries having the practical knowledge and expertise to undertake the work independently.

Identify KPIs and create an Action Plan for participating businesses.

Working with the eligible businesses in identifying their current baseline performance, KPIs will be identified for the businesses, and an action plan created with clear recommendations for participating businesses at the end of the programme.

Provide a pathway report for options for future support in this field.

Using lessons learnt from Phase 1 of the WSGP and from similar schemes and

programmes provided in Wales and the UK, a pathway report for potential future options for support in this field will be undertaken.

Develop additional applicable innovative projects

During the programme there will be potential to develop innovative projects linked to work within the sheep genetics sphere. This may include continuing with existing projects developed under the WSGP, or proposals for new projects or a combination of both.

HCC requires suppliers who can provide sheep genetics expertise and support for the delivery of the project in relation to the following activities.

Service Requirements

HCC requires a supplier to assist with the delivery and provide technical advice regarding the 1) support of existing and new WSGP flocks and; 2) the delivery of research that supports sheep genetics development.

The Services which HCC requires are as follows:

1) Support of Existing and New WSGP Flocks

Support the existing WSGP flocks (60 Hill and Maternal Flocks) with performance/phenotype recording.
Provide assistance with DNA testing to help with the management and creation of Genomic EBVs (42 flocks undertook DNA testing in the last year of Phase 1).
Ultrasonic backfat scanning of Hill and Maternal lambs. There is a requirement for staff involved to be ultrasonic backfat scanned accredited.
There will be 15 new Hill or Maternal flocks introduced to the scheme 5 in October 2026, 5 in October 2027 and 5 in October 2028. The service provider will need to assist HCC with new flocks joining the WSGP (including DNA testing to assist with Genomic EBVs).
Support with interpretation of EBVs and develop breeding strategy reports at an individual and wider level.
Creation of Genetic Action Plans (and collect/report individual KPI's). Examples of suggested plans should be provided as part of tender.
The Service Provider will provide staff to assist with the support of existing and new flocks. Staff requirements should be stated as part of the tender.
Provide a plan on marketing support for existing flocks that sell performance recorded Hill or Maternal rams
Provide expert advice to assist HCC with project planning, delivery and provide input into work required during the WSGP.

Provide advice in project meetings and in the form of written comments/reports on WSGP outcomes to support HCC.

Recruitment of new flocks for WSGP will be managed by HCC with support from the Service Provider.

2) Research that Supports Sheep Genetics Development

The Service Provider will be expected to provide expert advice to assist HCC with sheep genetic research projects. Examples of research that could be delivered should be provided within the tender.

Design of the genetic research work should be consistent with other tested global methodologies. The Service Provider should be able to demonstrate experience in this requirement.

The Service Provider will provide staff to assist with the research and development of sheep genetics projects. Staff requirements (and cost) should be stated as part of the tender.

The Service Provider will be expected to provide advice in project meetings and in the form of written comments/reports on WSGP outcomes to support HCC.

Within the WSGP there will be opportunities to record new phenotypes and develop current and new sheep Estimated Breeding Values and Genomic EBVs.

Overall Project Delivery

Data will be confidential to HCC and the service provider. Data will be maintained in accordance with HCC privacy policy.

Analysis and reporting will be carried out by the service provider and will be reported after each major data collection point and on an annual basis to HCC. Explanations of the analysis will be provided to HCC.

Maintaining dialogue with the HCC project team (and other industry parties) as appropriate to ensure efficient and timely delivery of WSGP requirements.

Any potential collaboration with other groups would need to be fully discussed and agreed by HCC and other stakeholders involved.

Tenderers will need to demonstrate that the individuals put forward to work on projects requested by HCC have the skills and experience to satisfy the above requirements.

5 **Completing the Response to ITT**

You must complete and return to HCC the response to this ITT (“Response to ITT”) in the form set out in Appendix 2 in accordance with the requirements detailed in paragraph 6.

The Response to ITT may be submitted in the English or the Welsh language and comprises the following parts:

Part A: Supplier Acceptability

Part A of the Response to ITT relates to the mandatory and discretionary grounds for exclusion, your economic and financial standing, your capacity and capability and your compliance with equal opportunities, environmental and health and safety legislation. You are required to answer each and every question in Part A and you must provide all of the information requested in Part A.

Part B: Tender Response

Part B of the Response to ITT relates to your proposal for meeting HCC’s requirements. You are required to answer each and every question in Part B.

Part C: Non-collusion Certificate

You must complete Part C of the Response to ITT.

Part D: Declaration

You must complete Part D of the Response to ITT.

In completing your Response to ITT you must adhere to the word limits indicated in the Response to ITT. Please note that failure to fully complete all relevant parts of the Response to ITT, failure to provide any information in response to a question in the Response to ITT or failure to adhere to any word limit specified in the Response to ITT may result in your exclusion from the tender process. If you consider that a particular question is not applicable you should mark it as “not applicable” or similar.

If at any time you (or, in the case of a tenderer which is a consortium, any member of the consortium) becomes aware that any information which you (or, in the case of a tenderer which is a consortium, any member of the consortium) has provided to HCC, including without limitation in a Response to ITT, is incomplete, inaccurate or misleading in any respect or has ceased to be correct, you must immediately notify HCC thereof.

6 **Return of Completed Responses to ITT**

To register your interest in this notice and obtain any additional information please visit either the Find a Tender (FTS) or the Sell2Wales Website.

The tender will need to be submitted via the Sell2Wales post-box facility.

Any Response to ITT which is received by HCC after 12.00 on 21 April 2026 may be excluded from this tender process. Please note that it is your responsibility to ensure that the Response to ITT is actually received by the deadline detailed above.

HCC accepts no responsibility for the shortcomings of any delivery system or for any lost, delayed or defective Response to ITT. It is up to you to ensure that your Response to ITT is prepared in good time (taking into account the possibility of staff absences or technical failures) and is submitted in advance of the deadline for receipt of the Response to ITT set out in this paragraph 6.

HCC may require you to provide further information and/or clarification of any matters contained in your Response to ITT.

7 **Evaluation of Tenders**

7.1 **Stages**

Following the deadline for submission of Responses to ITT, each Response to ITT received by HCC will be checked for completeness and compliance in a three stage process.

Stage 1 will be a cursory check by HCC to ensure that Responses to ITT have been submitted in accordance with the provisions of this ITT and that all documents requested in this ITT and/or the Response to ITT have been returned. Following this stage 1 check, if HCC considers that a Response to ITT has not been submitted in accordance with the provisions of this ITT and/or considers that any questions/sections that are required to be answered/completed have not been answered/completed or any documents that are required to be returned to HCC with the Response to ITT have not been returned, HCC may reject the Response to ITT as non-compliant. If HCC rejects your Response to ITT as being non-compliant at stage 1, HCC will notify you of such rejection as soon as reasonably practicable and you will be entitled to request a debriefing from HCC.

In stage 2 HCC will evaluate the responses to the questions in Part B of the Response to ITT in accordance with the provisions set out in paragraph 7.2.

In stage 3, and on the basis set out in the table below, HCC will verify the absence of grounds for exclusion and the fulfilment of the other selection criteria (responses to the questions in Part A of the Response to ITT) in respect of the top scoring Tender Responses that achieve the minimum threshold score or above in respect of the quality criterion set out in paragraph 7.2.5.

The responses to questions A.3.2, A.4.1, A.5.1 and A.6.1 in Part A of the Response to ITT will be scored on a pass/fail basis.

Following the stage 3 checks, if HCC's assessment of the responses to the questions in Part A of the Response to ITT indicates that (i) you have scored a "fail" in relation to a pass/fail question, or (ii) you have not provided a response in relation to a question that is not scored but must be completed, or (iii) any of the grounds for exclusion in Schedule 6 or 7 of the Procurement Act 2023 apply, your Response to ITT may be rejected as being non-compliant.

<p>Part A: Supplier Acceptability: areas where information is requested</p>	<p>Guidance</p>
<p>A.1: Exclusion Grounds</p>	
<p>A.1.1: Grounds for mandatory exclusion</p>	<p>You will be excluded from the procurement process if any of the mandatory grounds for exclusion apply, unless adequate explanations and/or mitigating factors have been included in your response to question A.1.1(b) or A.1.1(d) (as appropriate).</p> <p>You should check the full text of Schedule 6 or 7 of the Procurement Act 2023 and take legal advice where appropriate.</p> <p>If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not any of these grounds for exclusion apply and select "Yes" if any of these grounds apply to any consortium member.</p> <p>Note: if any of the mandatory grounds for exclusion become applicable after the date of submission of your Response to ITT, you must inform HCC. Failure to do so may result in termination of any contract awarded.</p> <p>Where you have answered "Yes" in respect of any matters in question A.1.1(a) or A.1.1(c), the details provided by you in the response to question A.1.1(b) and A.1.1(d) respectively will be used to decide whether the mandatory grounds for exclusion apply. If such grounds apply, you will be automatically excluded unless you can demonstrate evidence of your acceptability despite the existence of these grounds for exclusion. This would include adequate evidence of "self-cleaning" (see Section 58(1) of the Procurement Act 2023). The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.</p>
<p>A.1.2: Grounds for discretionary exclusion</p>	<p>HCC may exclude you from the procurement process, if, having investigated the circumstances, any of these grounds for exclusion is found to apply.</p> <p>If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not any of these grounds for exclusion apply and select "Yes" if any of these grounds apply to any consortium member.</p>

<p>A.1.3: Conflict of interest</p>	<p>HCC may exclude you if a conflict of interest exists and steps cannot be taken to avoid or to mitigate any conflicts of interest. Note: if you fail to declare a potential conflict of interest HCC may cancel any contract awarded.</p> <p>If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether any conflicts of interest apply. Select “Yes” if this applies to any consortium member.</p>
<p>Part A2: Economic and Financial Standing</p>	
<p>A.2.1(a) and (b)</p>	<p>This information is for verification only but HCC may exclude you if you provide incorrect information.</p> <p>If you are not registered for VAT this will not necessarily preclude you from bidding.</p> <p>If you are bidding as, or on behalf of, a consortium, you should either provide the lead member’s details here, or state that, if selected, the body will register and comply with relevant VAT legislation.</p>
<p>A.2.2</p>	<p>This information will be used for identification purposes only but HCC may exclude you if you provide incorrect information.</p> <p>If you are bidding as, or on behalf of, a consortium, please select this option and describe your organisation as requested.</p> <p>See EU definition of SME: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en</p> <p>Sheltered workshops can also be known as Supported Businesses.</p>
<p>A.2.3</p>	<p>This is for information only, and will not be scored.</p> <p>If you are bidding as, or on behalf of, a consortium, you must provide all relevant contact details, or ensure that you know who to contact in the event of financial queries about other consortium members.</p>
<p>A.2.4</p>	<p>HCC may not select you to tender if you have not been profitable in any of the last two financial years.</p> <p>HCC may make an exception if you can explain why these losses should not be seen as representing a significant risk to your financial stability.</p>
<p>A.2.5</p>	<p>HCC may not select you to tender if your acid-test ratio is less than 1.</p>

	<p>HCC may make an exception if you can explain why this ratio should not be seen as representing a significant risk to your financial stability.</p> <p>NB. If you are successful you must be in a position to provide your acid test ratio prior to contract award, if required, and without delay, and to describe how you have arrived at this figure.</p>
A.2.6	<p>It is a condition of contract that if successful you must have insurance at the following levels:</p> <p>Public liability £1,000,000 in aggregate</p> <p>Employers liability £5,000,000 in aggregate</p> <p>Professional Indemnity £5,000,000 in aggregate</p> <p>Note: 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> <p>Failure to evidence that these insurances are in place at the point of award will result in the immediate termination of the contract. Failure to maintain the required insurance through the life of the contract will also result in immediate termination of the contract.</p>
Part A.3: Capacity and Capability	
A.3.1	<p>This answer will not be evaluated, but will be used by HCC to understand what goods and services your organisation provides.</p> <p>The answer to this question will not be used by HCC as part of the procurement exercise. Any evidence demonstrating your suitability to tender should be covered in your answers to other questions.</p>
A.3.2	Pass (Acceptable level of capacity and/or experience in the context of the contract) / Fail (no real capacity and/or experience or unacceptable level of capacity and/or experience in the context of the contract)
Part A.4: Equal Opportunities	
A.4.1	<p>Q A.4.1(a):</p> <p>Pass (No unlawful discrimination has occurred or adequate evidence has been provided to demonstrate that the tenderer has taken appropriate measures to stop it happening again) / Fail (Unlawful discrimination has occurred and no evidence has been provided or inadequate evidence has been provided to demonstrate that the tenderer has taken appropriate measures to stop it happening again).</p>

	<p>If you are bidding on behalf of a consortium please include data from all consortium members. Select “Yes” if this applies to any consortium member.</p> <p>Q A.4.1(c)</p> <p>HCC may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors’ and consortium members’ record on compliance with equalities legislation.</p>
Part A.5: Sustainability	
A.5.1	<p>Pass (No unlawful discrimination has occurred or adequate evidence has been provided to demonstrate that the tenderer has taken appropriate measures to stop it happening again) / Fail (Unlawful discrimination has occurred and no evidence has been provided or inadequate evidence has been provided to demonstrate that the tenderer has taken appropriate measures to stop it happening again)</p> <p>HCC may not select you to tender if you have been convicted or served notice under environmental legislation in the last three years unless you provide adequate evidence of action taken to stop similar incidences from happening again.</p> <p>If you are bidding on behalf of a consortium please include data from all consortium members. Select “Yes” if this applies to any consortium member.</p>
A.5.2	<p>HCC may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors’ and/or consortium members’ record on compliance with environmental legislation.</p> <p>If you are bidding on behalf of a consortium please include data from all consortium members.</p>
A.5.3	<p>HCC may only select you to tender if you agree to pay your subcontractors on time. This is in line with legislation on late commercial payments.</p>
Part A6: Health and Safety	
A.6.1	<p>Q A.6.1(a)</p> <p>Pass (No prosecutions have taken place and no notices have been served under health and safety legislation or adequate evidence has been provided to demonstrate that the tenderer has taken appropriate measures to remedy the situation and stop it happening again) / Fail (A prosecution has taken place or notice has been served under health and safety legislation and no</p>

	<p>evidence or inadequate evidence has been provided to demonstrate that the tenderer has taken appropriate measures to remedy the situation and stop it happening again)</p> <p>HCC will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation.</p> <p>HCC may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in your Response to ITT being disqualified.</p> <p>If you are bidding on behalf of a consortium please include data from all consortium members. Select “Yes” if this applies to any consortium member.</p> <p>Q A.6.1(c)</p> <p>HCC may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors’ record and compliance with Health and Safety legislation.</p> <p>If you are bidding on behalf of a consortium please include data from all consortium members.</p> <p>Evidence used to support your answer should include any questionnaires used, and details of communication and monitoring methods.</p>
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7.2 Evaluation of Tender Responses

Subject to this paragraph 7 and paragraph 8, HCC will evaluate and score each Part B Tender Response of each compliant Response to ITT in accordance with the weightings, scoring profile and evaluation matrix set out below.

7.2.1 Evaluation Weightings

The criteria for assessing the most advantageous Part B Tender Responses from the point of view of HCC and the weighting attributed to each criterion are set out below:

Criteria	Weighting (total of 100)
Financial	30
Quality	70

Within the Quality criteria there are sub-criteria that HCC will use to evaluate each tenderer's Part B Tender Response(s). The sub-criteria that will be used and the weighting attributed to each sub-criterion are as follows:

Quality Sub-Criteria	Weighting (total of 100)
B2 Sheep Genetics Expertise	30
B3 Existing and New Flock Management	25
B4 Research that Supports Sheep Genetics Developments	15
B5 Skills and Experience	30

7.2.2 Price Submission Requirements

Bidders are advised that the maximum allowable Total Contract Price for this procurement is **£1,200,000 net of VAT** ("the Price Cap").

Bidders must submit a fixed price for delivery of all required goods/services as specified. Any bid that exceeds the Price Cap will be deemed non-compliant and will not be evaluated further.

7.2.3 Price Evaluation Methodology

The Financial criterion will be scored on the basis of the following scoring profile:

Financial Sub-Criteria	Weighting (total of 100)
Cost	100

The lowest priced bid received will be awarded the maximum weight (30%). All other bids will be scored proportionally against the winning bid.

Price will be evaluated on the basis of the Total Contract Price submitted within the Price Schedule.

Price scores will be awarded only to bids at or below the Price Cap. Lower priced bids will receive higher scores.

The lowest compliant price will receive the maximum available price score. All other compliant prices will be scored on a pro-rata basis, using the following formula:

Price Score = (Lowest Compliant Price / Bidder's Price) × Maximum Price Score

Bids exceeding the Price Cap will receive a price score of zero and will be treated as non-compliant.

Question B1 of the Response to ITT requires you to provide a cost for key work areas together with a breakdown of all applicable rates. HCC will use the annual cost put forward as the basis for evaluating each Response to ITT against the above scoring profile. However, please note that Question B1 of the Response to ITT also requires you to provide a transparent breakdown of all costs, rates and expenses relating to the price tendered. Such costs, rates and expenses will be included in the contract to be signed by you if you are successful in this tender process and will form the basis of prices tendered in any ad-hoc additional assignments.

7.2.4 Transparency of Budget and Affordability

HCC is applying the Price Cap to ensure affordability, proportionality, and value for money. Bidders should ensure that the prices submitted are realistic, sustainable, and capable of delivering the full contract requirements.

7.2.5 Abnormally Low Tender

HCC reserves the right to investigate any abnormally low bid, including any bid priced significantly below the market norm or indicating a risk of non-delivery. Bidders may be required to provide clarification or justification.

7.2.6 Quality Scoring Profile

Each Quality sub-criterion will be scored on the basis of the scoring profiles set out in the following table:

Assessment	Score
Exceeds expectations, Excellent	100
Meets expectations, Very Good	80
Meets expected standard in most aspects, some concerns Good	60
Meets expected standard in some aspects, concerns in more than one area, Acceptable	40
Fails to meet the expected standard in many areas, some standards met, Unsatisfactory	20
Completely fails to meet the expected standard, Unacceptable	0

Note: the skills and experience identified must be relevant in the context of the services to be provided to HCC under the agreement.

Tenderers are requested to provide the information requested in the economic standing and data protection and information security questions in Schedule 3. These will be evaluated on a pass/fail basis.

8 Disqualification of Tenderers

HCC reserves the right to disqualify a Response to ITT and/or a tenderer from this procurement process at any time if:

- 8.1 a Response to ITT does not comply in any respect with the requirements of this ITT;
- 8.2 any information provided to HCC by the relevant tenderer (or, in the case of a consortium, any of its members), including without limitation in a Response to ITT, is incomplete, inaccurate or misleading in any respect or ceases to be correct; or
- 8.3 the tenderer has colluded with any person (excluding, where the tenderer is a consortium, collusion between consortium members in relation to the consortium's Response to ITT) in relation to or in connection with its or any other tenderer's Response to ITT.

Disqualification of any Response to ITT or tenderer will be without prejudice to any other rights or remedies of HCC.

Contract Award

Responses to ITT must remain open for acceptance for a period of six months from the deadline for submission of Responses to ITT.

Subject to the provisions of paragraphs 11.1 and 11.2:

- 8.4 following completion of the evaluation of Responses to ITT, HCC will inform tenderers of the results of the evaluation; and
- 8.5 those tenderers whose Responses to ITT have been successful will be required to enter into an agreement with HCC in the form set out in Appendix 1. Where a single tenderer is awarded more than one lot, a single agreement will be entered into covering each of those lots. No contract will be formed unless and until HCC and the successful tenderer execute the agreement. No oral or written acceptance of any Response to ITT or notification that a tenderer has been successful will constitute a contract.

Please note that if a consortium submits a tender which is acceptable to HCC, HCC may require the consortium to form a legal entity before entering into the agreement and/or joint and several liability of all consortium members and/or guarantees and/or undertakings by some or all consortium members in respect of some or all other consortium members may be required.

Contract award is subject to the formal approval process of HCC. Until all necessary approvals are obtained, a contract award notice published and the standstill period completed, no Contract(s) will be entered into.

Once HCC has reached a decision in respect of a contract award, it will notify all bidders of that decision and provide for a standstill period in accordance with the PA 2023 before entering into any Contract(s).

9 Confidentiality and Freedom of Information

- 9.1 By completing and returning the Response to ITT, you agree to keep confidential any information which is not already in the public domain at the time of disclosure and which is disclosed or otherwise made available to you by HCC in any medium whatsoever during or in connection with this tender process, not to use such information for any purpose other than the preparation of the Response to ITT and not to disclose such information to any person other than in confidence and on a need to know basis to persons who are directly involved in the preparation of the Response to ITT.
- 9.2 You are reminded that HCC owns the copyright in and to the ITT and any other materials issued or made available by HCC and accordingly tenderers are not permitted to copy, reproduce, duplicate or issue copies of this ITT or such materials other than as strictly required for the preparation of your Response to ITT. When providing details of contracts in answering section A. 3.2 of this Response to ITT (Capacity and Capability), you agree to waive any contractual or other confidentiality rights and obligations associated with these contracts.
- 9.3 HCC is a public authority for the purposes of the Freedom of Information Act 2000. Information disclosed to HCC by any person during the course of this procurement process, whether in a Response to ITT or otherwise, may therefore be disclosed to the public in response to an information request. If you consider that any information which you disclose to HCC is confidential or commercially sensitive you should identify this to HCC and explain the reasons why. You should note, however, that identifying information as confidential or commercially sensitive does **not** guarantee that it will be exempt from disclosure and HCC retains the discretion to decide whether or not particular information is exempt from disclosure.

10 General

- 10.1 Nothing contained in this ITT nor any communication between HCC and you shall constitute a contract for the hire of any goods or the provision of any services covered by this tender process nor a warranty or a representation that any contract will or may be awarded. HCC gives no warranty or representation regarding the completeness or accuracy of any information contained in this ITT and any reliance placed on any such information by you is at your own risk.
- 10.2 HCC reserves the right:
- 10.2.1 to withdraw from and/or abandon and/or defer this tender process at any time;
 - 10.2.2 not to award any contract as a result of this tender process;
 - 10.2.3 to award a contract in relation to only some of the lots;
 - 10.2.4 to supplement, revise and/or clarify the terms and conditions of this ITT;
 - 10.2.5 to require you to clarify your Response to ITT and/or to provide additional information in relation thereto; and

- 10.2.6 not to enter into a contract with a person who is not an entity which returned a successful Response to ITT and, where a successful Response to ITT was returned by a consortium, not to enter into a contract as a consequence thereof including without limitation if the members of the consortium differ in any respect from those members identified in the Response to ITT.
- 10.3 Any supplements, revisions and/or clarifications to the terms and conditions of this ITT may be made available to tenderers via the Sell2Wales website. It is the responsibility of tenderers to ensure that they regularly check this link for supplements, revisions and clarifications.
- 10.4 No publicity regarding this tender process or the award of any contract is permitted without the express permission of HCC.
- 10.5 You shall be responsible for all costs and expenses incurred in connection with this procurement process. HCC will not, under any circumstances, contribute towards any such costs and expenses.
- 10.6 This ITT shall be governed by the laws of England and Wales and each tenderer agrees, by returning a Response to ITT, to submit to the exclusive jurisdiction of the courts of England and Wales.
- 10.7 An assessment summary will be sent to each Tenderer. In its assessment summary the successful Tenderer will be told the scores it received against each award criterion and the reasons for those scores. Each unsuccessful Tenderer will receive its own scores and reasons for those scores, plus the equivalent information for the successful Tenderer.

11 **Payment Terms**

- 11.1 In adherence to the Procurement Act 2023 payment will be made within 30-days of receipt of valid invoice, with invoices to be issued in accordance with the payment scheduled agreed before or at contract award.
- 11.2 For an invoice to be considered valid and acceptable for payment it must be sent electronically (i.e. via email) and must include the following information as minimum:
- 11.2.1 The name of the supplier;
 - 11.2.2 A description of the goods, services and/or works supplied to Hybu Cig Cymru – Meat Promotion Wales (as applicable);
 - 11.2.3 The sum requested; and
 - 11.2.4 A unique invoice reference / number.
- 11.3 All invoices are to be submitted to purchases@hybucig.cymru
- 11.4 Should an invoice be considered invalid and/or the sum payable is disputed the supplier shall be notified as soon as practicable and the 30-day payment term will be considered on-hold until all queries are resolved.