



THE UNIVERSITY *of* EDINBURGH

ClimateXChange
Edinburgh Climate Change Institute
High School Yards
Edinburgh
EH1 1LZ

21 September 2021

Dear Sir/Madam

INVITATION TO QUOTE FOR: Review of climate vulnerability assessment of Scotland's marine environment and marine economy

QUOTE Ref: IQ19-2021

You are invited by The University of Edinburgh to quote for the provision of services detailed in the attached terms of reference.

Your quotation must be received by **noon on Friday 22 October 2021**. It should comprise your brief proposal; (no more than six pages excluding CVs) responding to each of the award criteria detailed in the Project Specification, including work plan with deadlines, CVs for the proposed delivery team, applicable day rates, relevant research experience, examples of previous work and the number of person days' work proposed.

Depending on the quality of proposals received, CXC may chose not to appoint any contractor. The University of Edinburgh are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier.

It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The University of Edinburgh may undertake not to consider quotations received after that time.

Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

Price 20%
Quality 80%

Quality Criteria	Descriptor	Weight
Understanding the research specification and the policy environment	The proposal should include an introduction which demonstrates a clear understanding of the research requirements. This should include an understanding of the policy environment and the supporting role of research; the cross-sectoral nature of the project; the need for this research; the research aim; and how the proposal will address this need.	15%
Research methodology	The proposal should demonstrate a high quality and workable research methodology (including how the evidence will be identified, reviewed and assessed) which will address the research objectives and produce the outputs in the timescales required. It should explain the suitability, robustness and limitations of the proposed methodology.	35%
Project management and staff resource	The proposal should <ul style="list-style-type: none"> • Include a clear project plan, that captures the key steps required to deliver the desired output within scope and to time; this should include reference – where relevant – to mechanisms for compliance with regulations (e.g. GDPR) • provide details of individual staff members who will work on this project and demonstrate how they will meet the project requirements, specifically: <ul style="list-style-type: none"> - general research experience and expertise; - specific experience & expertise in the evidence review topic; - experience and expertise in inter-disciplinary team-working • provide a commitment that named staff members will be available to work on the contract if the bid is successful. • set out the management arrangements for the project. 	10%
Communication and report writing	The proposal should describe the approach to writing the report, which will be published on the ClimateXChange website. This should including data-visualisations. It should detail who will take lead responsibility for report-writing and overall report quality. It should provide examples of previously published literature or evidence reviews in which they have been involved.	10%
Quality control and assurance	The proposal should provide details of quality assurance procedures to demonstrate how the contract will be continuously delivered to a high standard. It should specifically address issues of quality control at different stages of the project, including evidence gathering, analysis and report writing, and include	5%

Quality Criteria	Descriptor	Weight
	a timetable for delivery of tasks, project milestones and allocation of staff and staff time against each task, covering the duration of the contract.	
Risk	The proposal should provide a risk assessment matrix detailing any risks identified in relation to the delivery of this contract, and proposed mitigation measures to minimise their probability and impact. This should include risks arising from changing restrictions due to Covid-19	5%

By providing us with a quotation you agree to be bound by The University of Edinburgh Terms and Conditions for services (please see <http://www.ed.ac.uk/schools-departments/procurement/supplying>) which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation to quote should be e-mailed to lee.callaghan@ed.ac.uk and copied to annemarte.bergseng@ed.ac.uk

Yours sincerely,

Mrs Lee Callaghan
Project Co-ordinator