

Finance Policies & Procedures

CABI Procurement Policy and Procedure

Contents

1	REVISION HISTORY	2
2	APPROVALS	2
3	SCOPE	2
4	DONOR PROCUREMENT GUIDELINES (INCLUDING THE EC).....	3
5	REGULATORY FRAMEWORK	3
6	SUSTAINABILITY	4
7	AUTHORITY TO PURCHASE	4
8	PROCUREMENT PRINCIPLES	4
9	PURCHASING PROCESS.....	11
10	PAYMENT.....	11
11	E-COMMERCE.....	11
12	LEGISLATION AND STANDARDS	12
APPENDIX 1	TYPES OF PROCUREMENT PROCEDURE FOR TENDERS	12
APPENDIX 2	REQUEST FOR INFORMATION	14
APPENDIX 3	REQUEST FOR PROPOSAL	21
APPENDIX 4	INVITATION TO TENDER	30

1 REVISION HISTORY

Revision	Date	By	Change
0			First Issue
1	28.09.10	I Barry	Amendment para 6.3 from CIO to CFO (now 7.3)
2	25.07.12	R Sloley	Amended to incorporate EU requirements
3	8.8.12	I Barry	ITT (para 7.3), and Ethics (para 9) for reference to new Bribery Policy
4	7.11.12	R Sloley	Provide more detail in the ITT process (para 8.4), and extend Appendices.
5	21.11.14	R Sloley	

2 APPROVALS

Name / Role	Signature and Date
Robert Sloley, Chief Financial Officer	 29.1.19

These guidelines summarise CABI's policy on the procurement of supplies and services. Where there are questions on the content or the practical application of this policy, these should be addressed either to the CABI Procurement Manager or CFO.

3 SCOPE

This policy applies equally to all purchases of goods and services (including consultancy), whether in relation to production and project activities or infrastructure and general operating activities. It sets out the basic requirements for procurement within CABI, covering the following stages of the process:

- identification of need
- procurement plan
- evaluation/selection of supplier(s) including the Invitation to Tender (ITT) process
- contract management
- receipt of product/service
- lessons learned.

Although all procurement must operate under a common CABI regulatory and control framework, for property and related transactions where the process and circumstances and processes are often very particular, the specific procedures and processes contained in this document need not necessarily apply. **The CFO must be consulted on all property related transactions over £50k. Where property expenditure is donor funded, they must follow the relevant donor procedures. (see section 4).**

4 DONOR PROCUREMENT GUIDELINES (INCLUDING THE EC)

CABI's procurement policies and procedures are comprehensive and should be acceptable to CABI's donors. However, where a project sponsor or donor has established procurement procedures and rules that are at variance to those established in this document, the donor procedures should take precedence as long as they are consistent with the principles specified in sections 7 of this document. **For EC funded projects it is mandatory to follow the rules set out in the EC procurement guide: [EC Procurement Guide](#)**

5 REGULATORY FRAMEWORK

The CABI procurement policy operates in the context of other related policies and procedures including the Authorisation, Anti-fraud and Bribery, Modern slavery and Collaborator policies and within the overall CABI framework of ethics and governance. **The CFO** acts as custodian of the policy on behalf of Executive Management Team and the Board.

CABI's purchasing philosophy is to obtain **goods and services** which provide maximum total value for money. Whilst purchase price is a major element of this, other significant factors are also of significant importance:

- whole of life cost
- quality, both of product and service
- delivery
- method of payment, e.g. lease/purchase options
- technical specification/performance
- continuity of supply
- cost reduction opportunities
- safety

The following are essential prerequisites for all supplier relationships:

- respect for human rights and core labour standards
- zero tolerance of abuse and exploitation
- zero tolerance of bribery and fraud
- environmental protection

CABI's purchasing activity operates on a decentralised basis. Co-ordination and leadership from Corporate (Procurement Manager and CFO) are provided to support this structure. In each business unit, managers have delegated authority and responsibility for fulfilling their own procurement needs (see also the Authorisation Policy).

6 SUSTAINABILITY

Sustainability in Procurement concerns the environmental, social and economic impacts of the product or service over its life time, such as design, use of non-

renewable material, methods of manufacture and production, logistics, operation, maintenance, reuse, recycling options and disposal and the suppliers' capability to address these impacts throughout the supply chain. To support this, we should seek to achieve the following objectives when purchasing goods or services from suppliers:

- Ensure the supplier understands the importance to CABI of and practices equal opportunities, inclusivity and diversity in relation to staff performing our contracts;
- The staff concerned with providing the goods and services work in conditions that are beneficial to their welfare
- The supplier performs the contract in accordance with an environmental policy that aims to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment;
- A contractual obligation to comply with the Waste, Electrical and Electronic Equipment legislation ('WEEE legislation') and all relevant environmental legislation ;
- A contractual obligation to comply with health and safety law and best practice for the benefit of their staff and people on our premises;

7 AUTHORITY TO PURCHASE

Only staff with appropriate delegated authority can make purchasing commitments on behalf of CABI.

Notwithstanding that costs should always be kept as low as possible, managers with responsibility for cost centres have authority to spend up to approved budget amounts for the whole cost centre, subject to signing limits on individual transactions as listed in the **Authorisation Policy** with IT purchases also approved by the Executive director of IT. They have authority to over- or under- spend from one cost line to another without further approval provided that they remain within their total approved budget. Managers are responsible for ensuring that expenditure on projects is kept within the project budget as agreed with the project sponsor or donor.

8 PROCUREMENT PRINCIPLES

All staff involved in purchasing activities must follow the **CABI Code of Business Conduct** and the **Bribery Policy**, and the following principles should be applied:

Declaration of interest

Any personal interest, which may impinge or might reasonably be deemed by others to impinge upon impartiality in any matter relevant to purchasing duties, should be declared to the Line Manager for approval before conducting the business.

Confidentiality of Information

The confidentiality of information received in the course of duty should be respected and specific details of suppliers' offers must not be divulged to competitors. The information should never be used for personal gain.

Fair Competition

Procurement should be carried out by competition unless there is a justified reason to the contrary. Any arrangement which may prevent the effective operation of fair competition should be avoided.

Gifts and Hospitality

Rules regarding Gifts and Hospitality are set out in the **Bribery Policy**.

Sound Financial Management

Purchasing process should be in accordance with the principles of economy, efficiency and effectiveness.

Reciprocity

CABI's customers are not precluded from becoming suppliers providing the overall requirements of this policy statement are met.

Exclusion of participation in procurement

CABI reserves the right to exclude suppliers or tenderers from the procurement process if any of the following situations apply;

- They are bankrupt, are having their affairs administered by the courts or where their credit-rating gives reasonable cause to doubt their ability to maintain continuity of supply.
- They are subject to criminal or any other legal proceeding prejudicial to a relationship with CABI.
- They are subject to a conflict of interests;
- They are guilty of misrepresentation in the supply of information for a tender.
- They have, in the judgement of the CABI CFO, not able to provide sufficient re-assurance on the supplier preconditions stated in Section 5 'Regulatory Framework'.

Personal Purchases

CABI's staff may receive or purchase goods or services for personal use only where formal arrangements exist for such provision e.g. approved staff discount schemes.

Audits

CABI maintains an audit trail of every purchase transaction for seven years and such records should always be made available for audit.

9 PURCHASING PROCESS

Members of staff making purchases should adopt the following procedures.

9.1 IDENTIFICATION OF NEED

Identification of need should normally involve an analysis to ensure that there are no better alternative solutions. Consideration should be made as to whether the requirement can be deferred (acquired later), diminished (reduced requirement) or deleted (the purchase avoided). An additional step at this stage is to determine the budget available to fulfil the requirement.

9.2 PROCUREMENT PLAN

For the majority of purchases this should be a straightforward process. However, for significant purchases it is important that individual roles and responsibilities are clearly defined, together with the time-scales for the procurement. This should be in accordance with the practises outlined in section 8.5

9.3 EVALUATION/SELECTION OF SUPPLIERS

- **Check whether or not there is an existing supplier for the goods/services.** Where possible existing suppliers should be used in order to maximise the opportunities for obtaining volume discounts and to minimise administration costs. Existing or Preferred suppliers may be used without recourse to competitive bid for each transaction but those suppliers deemed to be preferred should be clearly recorded. However, regular checks against alternative suppliers should be made and documented (the frequency depending on the type of purchase).
- **Appointing a new supplier** (also see Finance Policy: **New Supplier Accounts and Changes to Standing Data**) Members of staff seeking to appoint a new supplier should get that appointment endorsed by their Line Manager.
- **Bid documentation**

It is important that there is a clear specification of the requirement. Depending on the requirement the documentation could take the form of an invitation to tender, a Request for Quote or a Request for Proposal or an Invitation to Tender

 - **Request for Quote (RFQ):** is a simple request for a process from a supplier for a specified service but must be documented (email would suffice) and must follow the standard procurement principles
 - **Request for Information (RFI)** (Appendix 2) is commonly used where goods and services have yet to be specified and where relevant suppliers may need to be identified.
 - **Request for Proposal (RFP)** is a formal document and process (see section 8.5 and Appendix 3) and is used where elements of the product or service still need to be specified precisely and where there needs to be a more open dialogue with suppliers on the specification.
 - **Invitation to Tender (ITT)** is a more formal document and process (see section 8.5 and Appendix 4) and is typically used where products and services are relatively well defined.

9.4 PROCUREMENT PROCEDURES AND CONTRACT LEVELS

The following summarises the minimum threshold for the application of particular procurement procedures. Regional Directors or Departmental managers may apply procedures below the levels documented below i.e. price quotations for

purchases at a level set below £5,000, but those levels should not be exceeded without prior authorisation of the CFO

Goods with a contract value of £5,000 or more:

Request for Quote required from a minimum of three suppliers.

It is not essential that a new price is obtained for repeat purchases of a similar nature with an established 'preferred' supplier, however the purchaser is at all times responsible for ensuring that the goods/service are obtained at a competitive market rate and this should be reviewed on a regular basis (not less than once every 3 years). Preferred suppliers should be formally listed.

Works (Building and associated services) with a contract value of £15,000 or more, or repeat procurement exceeding £15,000 within a 3 year period:

Request for Quote required from a minimum of three suppliers.

Services (including consultancy) with a contract value of £15,000 or more, or repeat procurement exceeding £15,000 within a 3 year period:

Request for Quote required from at least three potential service providers. Subject to donor (in particular EC) agreement if applicable, services provided by **CABI Associates** need not be subject to competitive price quotation for separate work performed. A register of designated CABI Associates is held by the CFO and HR Director.

Goods, Services and Works with a contract value of £50,000 or more

A **Request for Proposal** or **Invitation or Invitation to Tender** is required with an **Evaluation Committee** formally established.

9.5 REQUEST FOR PROPOSAL (RFP) AND INVITATION TO TENDER (ITT)

The following **principles** apply to all procurement activity but are especially relevant for the RFP and ITT processes

Transparency

The process, timelines, documentation and supplier requirements should be made clear to all candidates.

Non-discrimination and equal treatment

As far as is practical and cost-effective, the ITT or RFP should be communicated to potential candidates in such a manner as to not discriminate or exclude potential candidates e.g. by publishing the appropriate documentation on the CABI Web-site and /or an advert in the National or International Press.

Equal access

Candidates should be given equal access to information directly relevant to the tender.

The different types of procurement procedure which could apply to tenders at CABI are outlined in Appendix 1. The Evaluation Committee should decide the most appropriate procedure to be applied in consultation with the Procurement

Manager or CFO if required. **However, the negotiated/single tender process can only be used where there is a clear documented rationale with the prior authorisation of the CFO.**

Template RFP and ITT are attached to this policy (see Appendix 3 and 4) and are intended as a guide **although significant deviations will require the prior authorisation of the CFO.**

Whatever procurement procedure is most appropriate, all RFP and ITT should follow the process specified below:

i. Establishment of the Evaluation Committee

- This Committee should consist of a minimum of three persons with ideally at least one member of the team from a different function and line of reporting. Use of external experts should be considered where this is appropriate.
- The roles in the Evaluation Committee should be defined with, as a minimum, the role of Chair and secretary being assigned. The secretary is responsible for administrative tasks including the completion of the **End of Tender report**. All internal members of the committee would be voting although if an objective evaluation has been followed, a consensus would normally emerge.
- Where a project team has been created as part of the Prince2 process, the Evaluation Committee can be formed from that project team defined in the Project Initiation Document (PID) or a sub-group of it.
- Conflicts of interest amongst committee members should be avoided, but where this is not possible, they must be declared and recorded on the inception of the Evaluation Committee and steps taken to ensure the core procurement principles still apply.
- The Evaluation Committee is responsible for evaluating and choosing the most appropriate procurement procedure (see Appendix 1) in consultation with the Procurement Manager or the CFO.

ii. Publication of a tender notice (see also Appendix 3)

The tender notice should include the following minimum or core information:

- Information on the nature of the product or service to be procured including quantity, function, quality criteria, timing etc.
- Closing dates and times of the tender process, where to obtain information and who to contact.
- A clear and complete description of the award criteria that cannot be subsequently altered.
- Details on the management of the contract, payment terms and any other financial considerations.

iii. Communication with potential suppliers during the process

During the procurement process itself, the Evaluation Committee should ensure that that it communicates with potential suppliers in the same time frame and the same manner by:

- encouraging information exchange on a formal basis.

- communicating changes immediately and ensuring that questions for clarification are responded to promptly and transmitted to all parties equally.
- publish non-confidential information on –line.

iv. Opening of tenders

The Evaluation Committee should agree on the process for opening of tenders including:

- assigning members (two or more) of the team to open the tenders promptly after the designated deadline has passed (opening of tenders before a public audience is best practise but is unlikely to be practical or proportionate for CABI procurement).
- defining the circumstances under which tenderers would be excluded e.g. missing the deadline for submission.
- ensuring that any clarification of submitted tenders does not result in material alterations after the deadline.

v. Evaluation of tenders

The tenders should be evaluated using predetermined specific criterion which should include:

1. technical and professional capacity
2. economic and financial capacity

A scoring system which weights the different criteria according to their importance should be used, unless it is clearly inappropriate to do so, as an objective means of supplier selection. Overall, the scoring system should be consistent with the value for money objectives of the procurement policy operating within an ethical framework.

vi. Communication of the outcome of the tender

The Evaluation Committee is responsible for ensuring that:

- All tendering suppliers are informed of the outcome of the tender promptly in a manner which is non-discriminatory and withholds confidential information.
- De-briefings for suppliers, which should normally be given on request, be performed in a structured manner with confidential information not disclosed.
- Oral and written de-briefings are approved by the Chair of the Evaluation Committee.

vii. End of tender report

The Evaluation Committee is responsible for writing an **End of Tender report** which briefly describes the type of procurement method used (see Appendix 1) and how each stage of the tender process (steps i to vi above) was conducted. The End of Tender report should be sent to the Procurement Manager who will ensure that it is stored on Sharepoint.

viii. Tender document storage

All documents that were used as part of the tendering process described above, including but not limited to the following,

- Initial contract notice/ invitation to tender document.
- All documentation received from suppliers.
- All E-mail and other correspondence relating to the tender.
- Minutes/reports of Evaluation Committee meetings.
- End of tender report.

must be sent to the **PA to the CEO** for storage on Sharepoint. This folder has restricted access and to protect the confidentiality of supplier and tender information.

ix. Complaints process

Complaints from suppliers on the conduct of a tender should be addressed to the **Chair of the Audit and Risk Committee** (a non- executive director of CABI) at the following address:

Chair of the Audit and Risk Committee
c/o CEO's Office
CABI Head Office
Nosworthy Way
Wallingford
Oxfordshire
OX10 8DE, UK

9.6 CONTRACT MANAGEMENT

Once the preferred supplier has been selected, then the terms and conditions of contract including service levels, service descriptions and schedules should all be confirmed and agreed. Contract templates, Non-Disclosure Agreements, draft clauses and guidance notes can be found in the **Legal Documents** section of Sharepoint

9.7 RECEIPT OF PRODUCT/SERVICE

When goods and services are delivered by the supplier they should be checked against the supplier's advice note and the purchasing documentation to ensure that they meet the requirement and are compliant with what was originally agreed. Particular attention should be paid to the quantity of each item delivered and (where appropriate) the quality of the items. Any discrepancy should be immediately communicated to the supplier and appropriate action agreed and confirmed in writing. Once the goods and services are accepted, payment can be authorised and made in accordance with the agreed payment terms. Invoices should be checked against the Supplier's Delivery Note or other paperwork and the purchasing documentation. Any discrepancy should be notified to the supplier and appropriate action agreed and confirmed in writing. The invoice should not be processed for payment until all issues are satisfactorily resolved.

9.8 LESSONS LEARNED

Any feedback from end users and other internal customers should be collected and passed on to the supplier and to the relevant manager. The purpose of this is to monitor and rate the performance of the suppliers in order to develop their service and aim for continual improvement.

10 PAYMENT

- CABI aims to settle all suppliers' accounts against their invoice 30 days from the end of the month in which the goods are received or service is carried out or, if later, the invoice is received unless otherwise agreed in advance.
- Savings in purchase price may be accepted by CABI for prompt or early settlement. Such agreements must be authorised by the local Finance Manager who will be responsible for the early payment terms.
- The Budget holder with responsibility for the department making the purchase is responsible for ensuring that the invoice is coded with the correct nominal, department and product codes and that the details of the invoice conform with the supplied goods or service and that the stated terms and charges are correct.

11 E-COMMERCE

Purchasing through the internet is not precluded provided it follows the same processes, principles and procedures outlined in this document are followed.

12 LEGISLATION AND STANDARDS

- All purchase contracts will be under the governance of English law for CABI units in the United Kingdom.
- Purchase contracts issued by CABI units outside of the United Kingdom will be under the governance of the host nation's law.
- Where applicable, all materials and equipment purchased will be in accordance with current European and British Standards and Codes.
- All equipment purchases must be deemed "fit for use". Certification, such as CE markings for items sold in the EU, certificates of conformity, calibration as appropriate to the type of equipment must be proved.
- Laboratory consumables must be procured from suppliers with Quality Management systems in place. ISO 9000 accreditation should include manufacture, distribution and supply. In the UK, all suppliers are required to complete a Supplier Questionnaire (obtainable from the Facilities Manager) and provide copies of any certification.

APPENDIX 1 TYPES OF PROCUREMENT PROCEDURE FOR TENDERS

There are different types of procurement procedure which could apply to tenders at CABI. These are described below:

Open procedure

In 'open' calls for tender (international or local) all legal economic operators may submit a tender. The contract is given the maximum publicity consistent with the size of the contract award and the need to achieve value for money by publishing a notice in national or international newspapers or other appropriate media. The tenders are compared against the stated criterion and the contract is awarded. No negotiation prior to the selection of the successful tenderer is chosen although some fine tuning may continue as part of the contractual process provided the tender itself is not fundamentally changed and the process is not discriminatory.

Restricted procedure

In 'restricted' calls for tender, only those suppliers who satisfy the specified pre-selection criterion may be invited to do so. The selection criterion and the tasks to be undertaken are described in the published contract notice. A 'long list' of all candidates replying to the notice is cut down to a shortlist on the basis of their replies. The contract is given the maximum publicity consistent with the size of the contract award and the need to achieve value for money by publishing a notice in national or international newspapers or other appropriate media. A detailed tender document is sent to the shortlisted candidates. Once tenders have been analysed, they are compared and the successful tenderer is chosen. No negotiation prior to the selection of the successful tenderer is chosen although some fine tuning may continue as part of the contractual process provided the tender itself is not fundamentally changed and the process is not discriminatory.

Competitive dialogue

In the case of more technical or complex contracts where it is clear that the use of either the open or restricted procedure is inappropriate and will not produce the best value for money, the process of competitive dialogue may be used. In this procedure, a contract note setting out or attaching the needs and requirements of CABI should be published. A dialogue would then be opened with the candidates meeting the criteria with a minimum of three candidates invited to tender. If fewer than three candidates meet the selection criteria, then the tender should continue with the candidates that do meet the criteria. During the process, Tenderers must be treated equally and the principles specified in section 8.4 should apply and confidentiality respected. After informing the participants that the dialogue has been concluded, their final tenders should be submitted. After the tender has been submitted, they may be fine-tuned provided the tender itself is not fundamentally changed and the process is not discriminatory. This fine tuning may continue as part of the contractual process.

Negotiated procedure/single tender process

In the case of more technical and specialised procurement, a single tender or negotiated procedure could apply. Here, the evaluation committee would proceed with negotiation of a single supplier but, at the conclusion of the process, would need to issue a document to explain how the process was conducted, the members of the evaluation committee selected and the price set. Again, the Evaluation Committee is responsible for ensuring that the fundamental procurement principles are applied.

APPENDIX 2 REQUEST FOR INFORMATION

Request for Information

[Title of Project]

[List authors Here]

[Month/Year]

Title of Project

This document is the Copyright of CAB International. Unless specifically agreed otherwise in writing, all information herein should be treated as confidential. Please return the attached Non-disclosure agreement (NDA) and GDPR questionnaire with your RFI response.

Table of Contents

Contact	17
INTRODUCTION	17
CABI Overview	17
Project Overview.....	17
RFI SCHEDULE.....	18
RFI Questionnaire.....	18
RFI Submission and Queries	19

Contact

Amar Varia
Procurement Manager
CABI Head Office
Nosworthy Way
Wallingford
Oxfordshire
OX10 8DE
United Kingdom
Telephone: +44 (0)1491 829247
Email: a.varia@cabi.org

Introduction

CABI Overview

CABI is an international not-for-profit organisation that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment.

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge. Our 49 member countries guide and influence our core areas of work, which include development and research projects, scientific publishing and microbial services.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

We gratefully acknowledge the core financial support from our member countries and lead agencies including the United Kingdom (Department for International Development), China (Chinese Ministry of Agriculture), Australia (Australian Centre for International Agricultural Research), Canada (Agriculture and Agri-Food Canada), Netherlands (Directorate-General for International Cooperation), and Switzerland (Swiss Agency for Development and Cooperation). Other sources of funding include the fees paid by our member countries and profits from our publishing activities which enable CABI to support rural development and scientific research around the world.

For more information go to <https://www.cabi.org/>

Project Overview

Please include details of the project and the information you hope to receive from potential respondents.

RFI Schedule

01/01/2019	RFI made available to the bidders
12/01/2019 17:00 GMT	Deadline for addressing questions
15/01/2019	Response to all questions
20/01/2019 17:00 GMT	Deadline for receiving bid (all material)
25/01/2019	RFIs to be evaluated and selected vendors invited to RFP

RFI Questionnaire

Question	Response
Supplier name Parent company	
Supplier address	
Name of person responsible for the information contained in this RFI	
Telephone number Fax number Email address Web page	
Briefly describe how your solution addresses the business needs identified overleaf and specifically the 6 business management processes	
Have you supplied to customers in similar industries, with a similar growth profile that would act as a reference site for you? If so then please state them	
Total number of installations of the version of the software being proposed, which have been carried out by your organization?	
Please provide details of how the product is supported across multiple sites globally. What levels of support are available and where are the support services located?	
Please summarize the total costs of your product. What are the licensing costs for individual parts of the solution?	

<p>What do you charge for customization? What do you charge for training? What is the maintenance and support costs? Please give a breakdown. Do you offer discounts not-for-profits/non-profits?</p>	
<p>Please provide a brief overview of the architecture of your system, describing its major components and how they are interconnected, the technologies employed and, if applicable, the infrastructure required to host it. (If provided as Software-as-a-Service, please describe the environments within which you host the service.)</p>	
<p>Is access to the system possible from offices located around the globe? What is the minimum network capacity and maximum network latency over which the system would be usable?</p>	

RFI Submission and Queries

Please ensure you the attached Non-disclosure agreement (NDA) and GDPR questionnaire are completed and signed prior to returning the RFI submission.

All submissions related to this RFI should be directed to:

Amar Varia
 CABI Procurement Manager
a.varia@cabi.org

Africa

Ghana

CABI, CSIR Campus
No.6 Agostino Neto Road
Airport Residential Area
P.O. Box CT 8630,
Cantonments
Accra, Ghana
T: +233 (0)302 797 202
E:westafrica@cabi.org

Kenya

CABI, Canary Bird
673 Limuru Road,
Muthaiga
P.O. Box 633-00621
Nairobi, Kenya
T: +254 (0)20 2271000/20
E:africa@cabi.org

Zambia

CABI, Southern Africa
Centre
5834 Mwange Close
Kalundu, P.O. Box 37589
Lusaka, Zambia
T: +260967619665
E: southernafrica@cabi.org

Americas

Brazil

CABI, UNESP-Fazenda
Experimental Lageado,
FEPAP (Escritorio da CABI)
Rua Dr. Jose Barbosa De
Barros 1780
Fazenda Experimental
Lageado
CEP: 18.610-307
Botucatu, San Paulo, Brazil
T: +55 (14) 3880 7670
E: y.colmenarez@cabi.org

Trinidad & Tobago

CABI, Gordon Street,
Curepe
Trinidad & Tobago
T: +1 868 6457628
E: caribbeanla@cabi.org

USA

CABI, 745 Atlantic Avenue
8th Floor
Boston, MA 02111
T: +1 (617) 682-9015/ +1
(617) 682-9016
E: h.jansen@cabi.org

Asia

China

CABI, Beijing
Representative
Office
Internal Post Box 85
Chinese Academy of
Agricultural Sciences
12 Zhongguancun Nandajie
Beijing 100081, China
T: +86 (0)10 82105692
E: china@cabi.org

India

CABI, 2nd Floor, CG Block,
NASC Complex, DP Shastri
Marg
Opp. Todapur Village,
PUSA
New Dehli – 110012, India
T: +91 (0)11 25841906
E: india@cabi.org

Malaysia

CABI, PO Box 210
43400 UPM Serdang
Selangor, Malaysia
T: +60(0)3 894329321
E: cabisea@cabi.org

Pakistan

CABI, Opposite 1-A,
Data Gunj Baksh Road
Satellite Town, PO Box 8
Rawalpindi-Pakistan
T: +92 51 929 2064/ 2063 /
2062
E: cabi.cwa@cabi.org

Europe

Switzerland

CABI, Rue des Grillons 1
CH-2800 Delemont
Switzerland
T: +41 (0)32 4214870
E: europe-ch@cabi.org

Head Office

CABI, Nosworthy Way
Wallingford, Oxfordshire
OX10 8DE, UK
T: +44 (0)1491 832111
E: corporate@cabi.org

UK (Egham)

CABI, Bakeham Lane
Egham, Surrey
TW20 9TY, UK
T: +44 (0)1491 829080
E: microbialservices@cabi.org
E: cabieurope-uk@cabi.org

APPENDIX 3 REQUEST FOR PROPOSAL



Request for Proposal

[Title of Project]

[List authors Here]

[Month/Year]

Title of Project

This document is the Copyright of CAB International. Unless specifically agreed otherwise in writing, all information herein should be treated as confidential. Please return the attached Non-disclosure agreement (NDA) with your RFP response.

Table of Contents

Contact	24
INTRODUCTION	24
About CABI	24
Organisation Background	24
PROJECT TITLE AND DESCRIPTION	24
Requirements	25
RFP PROCESS	25
Timeline	25
Submission of Proposal.....	25
Questions and Clarifications.....	25
Review and Selection Timeline.....	25
Acceptance of Proposal.....	25
Cost:.....	26
Project Plan:.....	26
Corporate Details:	26
Subcontractors:	26
GDPR Questionnaire:.....	27
ASSESSMENT CRITERIA.....	27
DECLARATION:	28

Contact

Amar Varia
Procurement Manager
CABI Head Office
Nosworthy Way
Wallingford
Oxfordshire
OX10 8DE
United Kingdom
Telephone: +44 (0)1491 829247
Email: a.varia@cabi.org

Introduction

About CABI

CABI is an international not-for-profit organisation that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment.

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge. Our 49 member countries guide and influence our core areas of work, which include development and research projects, scientific publishing and microbial services.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

We gratefully acknowledge the core financial support from our member countries and lead agencies including the United Kingdom (Department for International Development), China (Chinese Ministry of Agriculture), Australia (Australian Centre for International Agricultural Research), Canada (Agriculture and Agri-Food Canada), Netherlands (Directorate-General for International Cooperation), and Switzerland (Swiss Agency for Development and Cooperation). Other sources of funding include the fees paid by our member countries and profits from our publishing activities which enable CABI to support rural development and scientific research around the world.

For more information go to <https://www.cabi.org/>

Organisation Background

Please tailor this section to your project requirements.

Project Title and Description

Please use this section to detail a brief background of the project and what CABI is looking for from potential respondents.

Requirements

Please use this section to provide further detail on what is required from potential respondents. To keep this document brief, appendices can be referred to. This section will vary by project. Technical projects, for example, can use functional and non-functional requirement tables.

RFP Process

You are invited to submit a proposal to supply CABI's new CRM system, requirements for which are set out below:

Timeline

The deadline for proposals is Tuesday 1st January 2019, 5pm GMT.

Submission of Proposal

Please complete all documents as specified and submit your Proposal to our **Primary Contact**, Amar Varia, A.Varia@cabi.org. All communication with CABI must be through this Primary Contact. CABI will not accept any costs incurred in the preparation and submission of this or any future proposals.

Please email our Primary Contact if you have any queries about the RFP process or if you do not receive acknowledgment of receipt of your proposal within 3 working days.

Questions and Clarifications

If you have questions or require further clarification with regard to our requirements, please send these to our Primary Contact. Note that all questions and answers will be circulated to other participants in the RFP process, without identifying the origin of the question.

Review and Selection Timeline

Send RFP to participants	1 st January 2019
Response from Vendor by	15 th January 2019
CABI to Evaluate/Shortlist	30 th January 2019
Participants Demo	TBC
Selection Process	TBC
Raise Paperwork/pass to Board	TBC

Acceptance of Proposal

The contract shall be awarded on the basis of the proposal which is the most economically advantageous to CABI having regard to both the price and capacity to meet CABI's service requirements in full. Incomplete Proposals may not be considered.

CABI shall not be bound to accept the lowest or any Proposal but reserves the right to accept a portion of any Proposal, unless the Vendor expressly stipulates otherwise.

CABI reserves the right as part of its evaluation of Proposal to question any Vendor further on aspects of its ability to provide the services required or to reject any and/or all Proposals.

The fact that you have been invited to respond to the RFP is not of itself an approval by CABI.

Cost:

Please provide details of costs to implement and run the supported system and include the following:

- Licences
- Deployment/Training
- Optional Features
- Support & Maintenance

Project Plan:

Please provide timescales and details of a typical project plan schedule from initial instruction through to deployment and include any end-user training days and support days that are necessary. Please also state how long each optional/customisable feature would add to a typical installation.

Corporate Details:

Please provide details of the following:

- Latest Financial Report
- Number of Employees
- Company Start-up Date
- Software Creation Date
- Current Version running to date
- Escrow Agreement with reference to code etc.
- Two x References, as referenceable sites (NB: will not be contacted without your prior consent)

Subcontractors:

Subcontractor - The term Subcontractor shall mean any individual, company, or corporation to whom the Contractor assigns any part of the Contract.

- If a Vendor intends to use subcontractor(s), the Vendor must identify in its Proposal the names of the subcontractors and the portions of the work the subcontractors will perform
- Please describe any subcontractor relationships that would be involved in the support of any CABI contract. (use of any subcontractor requires CABI approval in advance. Failure to do so may result in termination of contract.)

GDPR Questionnaire:

Requirement	Yes/No	Comment
Please confirm that you are GDPR Compliant (Detail relevant Technical & Organisational security measures, including data processing and breach procedures)		
What are your procedures for managing data subject access requests?		
Do your standard contract terms include the new GDPR mandatory provisions?		
Can you confirm our right to have personal data deleted or upon termination of contract at no extra cost?		
Can you confirm you offer full transparency of data security to other parties/destinations?		

Assessment Criteria

Responses will be assessed using the following criteria:

- Submission of a proposal with a breakdown of costs (including 10% contingency for unspecified developments) and an iterative development/test plan.
- Responses to Functional Requirements, Non-Functional Requirements, Costs, Project Plan and Corporate Details
- Provision of a sound and flexible technology which will meet changing needs in the long term

- Ease of working together - we require regular and easy communication and an organisation which can fit into Agile based work cycles)
- Assessment of satisfaction with past projects, if the organisation has worked with CABI previously
- Demonstration of proven success of developing similar products. We might take up referral
- Stature of the organisation (operating years, finance, size of team etc.)
- Payment plan with a preference towards organisations which give a clear breakdown of costs
- Speed at which the product can be delivered
- Schedule of deployment and testing phases

Declaration:

The company affirms that it:

- has sufficient financial resources to deliver the goods or services described in the request documentation (including fulfilling any guarantees or warranty claims);
- is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial viability of the tenderer or the delivery of the goods or services; and
- has (or will have in place) insurance cover for the purposes of, and at the levels required, for the procurement.

Name: Signature:

Title: Date:

Africa

Ghana

CABI, CSIR Campus
No.6 Agostino Neto Road
Airport Residential Area
P.O. Box CT 8630,
Cantonments
Accra, Ghana
T: +233 (0)302 797 202
E: westafrica@cabi.org

Kenya

CABI, Canary Bird
673 Limuru Road,
Muthaiga
P.O. Box 633-00621
Nairobi, Kenya
T: +254 (0)20 2271000/20
E: africa@cabi.org

Zambia

CABI, Southern Africa
Centre
5834 Mwange Close
Kalundu, P.O. Box 37589
Lusaka, Zambia
T: +260967619665
E: southernafrica@cabi.org

Americas

Brazil

CABI, UNESP-Fazenda
Experimental Lageado,
FEPAP (Escritorio da CABI)
Rua Dr. Jose Barbosa De
Barros 1780
Fazenda Experimental
Lageado
CEP: 18.610-307
Botucatu, San Paulo, Brazil
T: +55 (14) 3880 7670
E: y.colmenarez@cabi.org

Trinidad & Tobago

CABI, Gordon Street,
Curepe
Trinidad & Tobago
T: +1 868 6457628
E: caribbeanla@cabi.org

USA

CABI, 745 Atlantic Avenue
8th Floor
Boston, MA 02111
T: +1 (617) 682-9015/ +1
(617) 682-9016
E: h.jansen@cabi.org

Asia

China

CABI, Beijing
Representative
Office
Internal Post Box 85
Chinese Academy of
Agricultural Sciences
12 Zhongguancun Nandajie
Beijing 100081, China
T: +86 (0)10 82105692
E: china@cabi.org

India

CABI, 2nd Floor, CG Block,
NASC Complex, DP Shastri
Marg
Opp. Todapur Village,
PUSA
New Dehli – 110012, India
T: +91 (0)11 25841906
E: india@cabi.org

Malaysia

CABI, PO Box 210
43400 UPM Serdang
Selangor, Malaysia
T: +60(0)3 894329321
E: cabisea@cabi.org

Pakistan

CABI, Opposite 1-A,
Data Gunj Baksh Road
Satellite Town, PO Box 8
Rawalpindi-Pakistan
T: +92 51 929 2064/ 2063 /
2062
E: cabi.cwa@cabi.org

Europe

Switzerland

CABI, Rue des Grillons 1
CH-2800 Delemont
Switzerland
T: +41 (0)32 4214870
E: europe-ch@cabi.org

Head Office

CABI, Nosworthy Way
Wallingford, Oxfordshire
OX10 8DE, UK
T: +44 (0)1491 832111
E: corporate@cabi.org

UK (Egham)

CABI, Bakeham Lane
Egham, Surrey
TW20 9TY, UK
T: +44 (0)1491 829080
E: microbialservices@cabi.org
E: cabieurope-uk@cabi.org



Invitation to Tender

[Title of Project]

[List authors Here]

[Month/Year]

KNOWLEDGE FOR LIFE

Title of Project

This document is the Copyright of CAB International. Unless specifically agreed otherwise in writing, all information herein should be treated as confidential. Please return the attached Non-disclosure agreement (NDA) with your tender response.

Table of Contents

- Primary Contact33
- INTRODUCTION.....33
 - About CABI33
 - Organisation Background.....33
- PROJECT TITLE AND DESCRIPTION33
- INVITATION TO TENDER PROCESS.....34
 - Confidentiality.....34
 - Completion and Submission of Tenders34
 - Acknowledgement of Tender34
 - Document Completion.....36
 - Tender Procedure & Award Criteria36
 - Tender Procedure36
 - Award Criteria37
 - Acceptance of Tender38
 - Collusive Tendering.....38
 - Period of Contract39
 - Information Requirements Summary.....39
 - Mandatory Requirements – non-compliance prevents further review.....39
 - Part A – Financial Status39
 - Part B – Background Information.....39
 - Part C – Business Probity.....39
 - Part D – Service Operation and Quality.....39
 - Specific Issues/Clarification39
 - The Service Provider’s Experience and Reference Sites.....39
 - Content of the tender proposal.....40
- APPENDIX 141
 - Non-price information required:.....41
 - Part A - Financial Status42
 - Part B - Background Information43
 - Part C - Business Probity44
 - Part D – Service Operation and Quality45

Primary Contact

Amar Varia
Procurement Manager
CABI Head Office
Nosworthy Way
Wallingford
Oxfordshire
OX10 8DE
United Kingdom
Telephone: +44 (0)1491 829247
Email: a.varia@cabi.org

Introduction

About CABI

CABI is an international not-for-profit organisation that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment.

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge. Our 49 member countries guide and influence our core areas of work, which include development and research projects, scientific publishing and microbial services.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

We gratefully acknowledge the core financial support from our member countries and lead agencies including the United Kingdom (Department for International Development), China (Chinese Ministry of Agriculture), Australia (Australian Centre for International Agricultural Research), Canada (Agriculture and Agri-Food Canada), Netherlands (Directorate-General for International Cooperation), and Switzerland (Swiss Agency for Development and Cooperation). Other sources of funding include the fees paid by our member countries and profits from our publishing activities which enable CABI to support rural development and scientific research around the world.

For more information go to <https://www.cabi.org/>

Organisation Background

Please tailor this section to your project requirements.

Project Title and Description

Please use this section to detail a brief background of the project and what CABI is looking for from potential respondents.

CABI is inviting Tenders from providers of *[insert]*

CABI anticipate offering a contract commencing on for a period of *[insert if applicable]* years with an option to renew for a further *[insert if applicable]* years.

Invitation to Tender Process

Confidentiality

This Invitation to Tender must be treated as private and confidential, as must all information and documentation supplied by CABI in connection with the Tender process.

CABI however, reserves the right to publicise the fact of the Tender process and its award.

Any documents produced and/or issued are and shall remain the property of CABI and must be returned or destroyed on demand.

CABI shall treat as confidential the names of Tenderers, the contents of Tenderers' Tender documents and the final contract price.

Please complete the attached Non-disclosure agreement (NDA) document and include this with the final submission.

Completion and Submission of Tenders

Please complete all documents as specified then submit your Tender by post and electronically to the Primary Contact.

CABI will not accept any costs incurred in the preparation and submission of this or any future Tenders.

Acknowledgement of Tender

If you have any queries about the tender process, or require further information, please contact *[insert]* who should also be contacted if you do not receive acknowledgment of receipt of your tender within 10 working days.

CABI reserves the right to disregard any response submitted after the timetable deadline.

You are expected to supply all required information, or clearly state the reason for being unable to do so.

Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.; maps, brochures, organisation charts, etc. should be included.

Questions relating to clarification of the ITT will only be accepted in writing to the Primary Contact. Likewise, all responses from CABI will be written and may also be made available to other vendors

(subject to confidentiality). In the event that any answer materially affects the ITT specifications, an amendment to the original requirement will be escalated to all vendors. CABI will attempt to answer any question within 3 working days of receipt of that request; otherwise it will respond within that timescale notifying you of the estimated time to obtain the information.

CABI reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all vendors.

Should you wish to propose a deviation from the specification please ensure that you clearly identify and highlight where appropriate in your response.

By submitting a response, you are committing to the recognition that you understand the requirement and have sufficiently addressed all aspects of the tender and that you have checked all stated details, such as prices, to be correct and as intended.

All information supplied by CABI in this tender to date, and any further information supplied during the tender process is subject to the Non-disclosure agreement (NDA) you have signed.

Document Completion

Please edit as necessary.

The main Tender response documents are Appendices 1 and 2. All sections should be completed. The Tender evaluation process is based on an initial review of the mandatory elements followed, if applicable, by a detailed review of the appendices.

In Appendix 1, the document is split into five (5) distinct parts:

Mandatory Requirements –seeks confirmation that you are capable of performing the role as required

Part A - requests details of your financial status

Part B - seeks background information

Part C - relates to business probity

Part D - relates to service operation and quality issues.

In Appendix 2, the document allows you to provide a fee breakdown based on the service you propose to provide.

Tender Procedure & Award Criteria

Tender Procedure

Please edit as necessary

CABI is using the 'EU Open Procedure' for this Tender. All Tenderers returning compliant Tenders will have them properly considered and MAY be asked to attend a presentation to provide clarification of their proposal. All submissions will be verified in the first instance to ensure that the mandatory requirements are met. If those elements are satisfactory, other responses will then be evaluated.

Responses to the questions detailed in the appendices will be used to evaluate the Tenderer's submission. Please ensure you read and understand the information requirements carefully, prior to responding, as the information you provide will be relied upon as being true and accurate and will form part of the Contract for the successful Tenderer.

If any of the information given by your organisation within the ITT is subsequently identified as being inaccurate, this may exclude your organisation from further consideration.

Award Criteria

Please edit as necessary

The contract award will be made on the following basis which in summary equates to a *[insert] % (service/technical): [insert] % (fee/price) split: [apply weighting as appropriate]:*

- Part A – Financial Status - 10 marks (weighting of 1)
- Part B – Background Information - 10 marks (weighting of 1)
- Part C – Business Probity - 10 marks (weighting of 2)
- Part D – Service / Product and Quality – total 60 marks [assign marks and weighting for the
- key elements of the Service / Product.

- i
- ii
- iii.....

- Fees - 10 marks (weighting of 30) VALIDITY PERIOD
Tenders must remain open for acceptance up to six (6) calendar months from the published final Tender submission date.

Acceptance of Tender

The contract shall be awarded on the basis of the Tender which is the most economically advantageous having regard to both the price and capacity to meet CABI's service requirements in full. Incomplete Tenders may not be considered.

CABI shall not be bound to accept the lowest or any Tender but reserves the right to accept a portion of any Tender, unless the Tenderer expressly stipulates otherwise.

CABI reserves the right as part of its evaluation of Tenders to question any Tenderer further on aspects of its ability to provide the services required or to reject any and/or all Tenders.

The fact that you have been invited to Tender is not of itself an approval by CABI. Tenders will only be accepted by issue of a letter of acceptance by CABI.

Collusive Tendering

Any Tenderer who:

- fixes or adjusts the amount of their Tender by or in accordance with any agreement or arrangement with any other person; or
- communicates to any person other than CABI the amount or approximate amount of their proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or a bond); or
- enters into agreement with any other person that they shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- offers or agrees to pay or to give or does pay or gives, any sum of money, inducement, or a valuable consideration, directly or indirectly to any person, for doing or having done or causing to have caused to be done in relation to any other Tender or proposed Tender for the services, any act or omission.

shall be disqualified without prejudice to any other civil remedies available to CABI and without prejudice to any criminal liability which such conduct by a Tenderer may attract.

By submitting a Tender response, you are formally declaring that your Tender is bona fide; is intended to be competitive and does not breach any of the conditions outlined in this section.

Period of Contract

An agreement for *[insert]* years is sought together with an option to renew for a further period of up to *[insert if appropriate]* years on mutually acceptable terms.

Information Requirements Summary

To assist us in evaluating your proposal, CABI requires you to send a response using the documentation referred to as “ITT-IA1- Appendix 1 – Response Document” (for non-price related responses) and “ITT- IA1 - Appendix 2 – Fee Schedule” (for fee breakdown) *[note: for Appendix 2 create a pro-forma schedule appropriate to the service/product provided]*

The Service requirements are as summarised below:

Mandatory Requirements – non-compliance prevents further review

- Eligibility to fulfil the contract
- *[insert as appropriate]*

Part A – Financial Status

- Bank Details for referencing purposes
- Turnover & accounts requirements – 2 years in sterling & English

Part B – Background Information

- Name, address and contact details
- Addresses for standard and specialist service provision
- Company status, VAT & registration number and date of registration
- Employee numbers

Part C – Business Probity

- Declaration of conflicts of interest
- Declaration of any pecuniary or other interests
- Declaration of commitment to Bribery Act requirements
- Declaration of adherence to internal policies regarding gifts etc

Part D – Service Operation and Quality

- *[note: specify service or goods to be provided with standards of quality and performance as necessary]*

Specific Issues/Clarification

The following points may be useful to assist in the preparation of your Tender proposals and therefore should be considered prior to submission.

The Service Provider’s Experience and Reference Sites

The proposal should identify the Tenderer’s directly relevant experience with other clients, and should provide two clients as referees for CABI to contact.

Content of the tender proposal

Please edit as appropriate

Please limit your tender proposal to a maximum of 12 pages. You may enclose standard supporting documentation.

1. Executive Summary
2. Details of your firm / *[organisation]* to include:
 - Structure, size and relevant capabilities
 - The firm's major/relevant not for profit clients
 - The firm's philosophy and methods
 - Two references of client organisations similar to CABI that can be taken up as required
3. Your staff [if appropriate]
4. Your Approach [to the service / product]
5. Your fees
Please give details of proposed fees which should include: *[insert]*
6. Process Timetable

Completed tenders should be submitted to CABI by *[insert]*.

Action	Date
Invitation to tender	
Tender submission date	
Short-listing	
Review for short listed candidates	
Approval	

Appendix 1

Invitation To Tender – ITT IA1 Provision of Service / Product

Required Returns – Part One – Non-Price Elements

Before answering the detailed questionnaire, please confirm the following mandatory requirements:-

Ref	Statement	Check the box & Initial to Confirm
1.	I confirm that our firm is eligible for appointment as <i>[complete as applicable]</i>	<input type="checkbox"/>
2.	I confirm that all work will be carried out in accordance with <i>[insert appropriate standards as applicable]</i>	<input type="checkbox"/>
3.	I confirm that our firm has relevant experience in the <i>[complete as applicable]</i>	<input type="checkbox"/>

Non-price information required:

Notes:

- All responses will be treated in confidence.
- Only information provided as a direct response to this document will be evaluated.
- Information and detail which form part of general company literature or promotional brochures etc will not be considered as part of the evaluation process.
- We may require clarification of the answers provided or ask for additional information.
- The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.
- **All non-price information requested must be provided using the tables provided in this document** – if this request creates a technical difficulty, Tenderers may, with prior approval, respond using their own text creation facilities.

Part A - Financial Status

4.	BANK DETAILS
	a) Name of Bank: (from which a financial reference may be sought).
	b) Address:
	c) Telephone Number:
	d) Contact name:
	e) Telephone Number: (if different)
5.	Provide details of the Annual Turnover (in £ Sterling) for:
	a) Latest Year
	b) One year previous

Part B - Background Information

6.	Name of Organisation	
	Address for all correspondence	
	Primary Contact Name	
	Primary Contact Position	
	Telephone Number	
	Fax Number	
	email address	
	Website address	
7.	Address from where service will be provided	
	Address(es) from where specialist services will be provided	
	Address of Registered Office	
8.	Nature of Organisation (e.g. Partnership etc.).	
	Company Registration Number (or alternative EU registration number)	
	Registration Date	
	VAT Registration Number (or alternative EU registration number)	
	Group If a Member of a Group of Companies, please give details of the ultimate parent company	
	Brief summary of Business Activity	
9.	Number of Employees	
	Number of Directors or Partners	

Part C - Business Probity

10.	Please declare any potential conflicts of interest with your existing clients.
11.	Please declare any pecuniary or other interests which may exist either from personal circumstances or as a result of your firm, or your firm's partners or employees, being employed or engaged in a material sense by CABI.
12.	Please declare your commitment to and compliance with the requirements of the UK Bribery Act and advise what processes exist to ensure that CABI employees or other stakeholders are not compromised by any actions of the firm or its employees / partners
13.	In order to protect both staff and the reputation of CABI from accusations of bribery or corruption, staff are not permitted, directly or indirectly, to accept any gift, hospitality, reward or other benefit from any source with whom he/she has been brought into contact or maintains contact only by reason of the duties for which they are employed by CABI. Please confirm your understanding and agreement that CABI staff will not be compromised by any actions of the firm or its employees / partners

Note: Failure to disclose information or respond to questions relevant to this Part C may result in your exclusion from this process.

Part D – Service Operation and Quality

Please provide the following information:

I	14.	<i>Insert and detail the requirements of the service(s) or product(s) subject to tender.</i>	
vi	15.	Provide contact details for 2 referees for contracts that have been active within the last 12 months and which are similar to or the same as that required by CABI.	
		Referee Organisation: Contact Name: Title: Address:	Referee Organisation: Contact Name: Title: Address:
	16.	Please confirm that: Health & Safety; Quality Assurance; Equality & Diversity; Environmental; Corporate Social Responsibility, GDPR, Modern Slavery and Bribery Act management standards or policies exist for your staff, are managed and are available for scrutiny on request.	
		Confirmed: YES / NO (Delete as applicable)	
17.	Please return copies of current insurance certificates:		
	<ul style="list-style-type: none"> ▪ Employer's Liability Insurance ▪ Public Liability Insurance ▪ Professional Indemnity Insurance 		
	Confirmed: YES / NO (Delete as applicable)		

Authorised Signature: _____

Date:

Name (please print):

Position:

Business Name & Address:

Telephone:

Africa

Ghana

CABI, CSIR Campus
No.6 Agostino Neto Road
Airport Residential Area
P.O. Box CT 8630,
Cantonments
Accra, Ghana
T: +233 (0)302 797 202
E: westafrica@cabi.org

Kenya

CABI, Canary Bird
673 Limuru Road,
Muthaiga
P.O. Box 633-00621
Nairobi, Kenya
T: +254 (0)20 2271000/20
E: africa@cabi.org

Zambia

CABI, Southern Africa
Centre
5834 Mwange Close
Kalundu, P.O. Box 37589
Lusaka, Zambia
T: +260967619665
E: southernafrica@cabi.org

Americas

Brazil

CABI, UNESP-Fazenda
Experimental Lageado,
FEPAP (Escritorio da CABI)
Rua Dr. Jose Barbosa De
Barros 1780
Fazenda Experimental
Lageado
CEP: 18.610-307
Botucatu, San Paulo, Brazil
T: +55 (14) 3880 7670
E: y.colmenarez@cabi.org

Trinidad & Tobago

CABI, Gordon Street,
Curepe
Trinidad & Tobago
T: +1 868 6457628
E: caribbeanla@cabi.org

USA

CABI, 745 Atlantic Avenue
8th Floor
Boston, MA 02111
T: +1 (617) 682-9015/ +1
(617) 682-9016
E: h.jansen@cabi.org

Asia

China

CABI, Beijing
Representative
Office
Internal Post Box 85
Agricultural Sciences
Academy of
12 Zhongguancun Nandajie
Beijing 100081, China
T: +86 (0)10 82105692
E: china@cabi.org

India

CABI, 2nd Floor, CG Block,
NASC Complex, DP Shastri
Marg
Opp. Todapur Village,
PUSA
New Dehli – 110012, India
T: +91 (0)11 25841906
E: india@cabi.org

Malaysia

CABI, PO Box 210
43400 UPM Serdang
Selangor, Malaysia
T: +60(0)3 894329321
E: cabisea@cabi.org

Pakistan

CABI, Opposite 1-A,
Data Gunj Baksh Road
Satellite Town, PO Box 8
Rawalpindi-Pakistan
T: +92 51 929 2064/ 2063 /
2062
E: cabi.cwa@cabi.org

Europe

Switzerland

CABI, Rue des Grillons 1
CH-2800 Delemont
Switzerland
T: +41 (0)32 4214870
E: europe-ch@cabi.org

Head Office

CABI, Nosworthy Way
Wallingford, Oxfordshire
OX10 8DE, UK
T: +44 (0)1491 832111
E: corporate@cabi.org

UK (Egham)

CABI, Bakeham Lane
Egham, Surrey
TW20 9TY, UK
T: +44 (0)1491 829080
E: microbialeservices@cabi.org
E: cabieurope-uk@cabi.org