



Call for Tenders

Production of a model training programme(s) that satisfies STCW-F requirements for basic pre-sea safety training for fishing vessel personnel for delivery in the UK

Note: this work is dependent on a successful outcome to a Seafish application for EMFF funding.

23rd Feb 2017

Seafish Tender Document Number: TD2017-001

Sea Fish Industry Authority
Origin Way
Europarc
Grimsby
DN37 9TZ

1. Background

Seafish is a Non-Departmental Public Body (NDPB) established under the Fisheries Act 1981 to improve efficiency and raise standards across the seafood industry. We are funded by a levy on the first sale of seafood products in the UK, including imported seafood in accordance with the 1981 Fisheries Act. We operate at arm's length from our joint sponsors, the four Fisheries Administrations.

Our mission is to support a profitable, sustainable and socially responsible future for the seafood industry. Our remit includes everything - and everyone - from fishermen and processors through to importers, retailers and food service providers.

Since its inception Seafish has helped the seafood industry access training to meet identified needs and (since 1989) this extended to administering the basic safety training that fishermen working on UK registered commercial fishing vessels are required to undertake.

Our current Corporate Plan 2015-18 includes a Fishermen's Training work programme, which covers the development, delivery and administration of wide range of support for fishermen's training, including delivery of our statutory responsibility to administer fishermen's basic safety training under existing UK regulations. However, these regulations are about to change.

The International Convention on Standards of Training, Certification and Watch keeping for Fishing Vessel Personnel 1995 (STCW-F) came into force in 2012 and the UK regulator, the Maritime & Coastguard Agency (MCA), is currently preparing for its implementation in the UK (expected in 2018).

STCW-F requires fishing vessel personnel to complete basic safety training approved by the Administration (the MCA in the UK) in:

- Personal survival techniques, including donning of lifejackets and, as appropriate, immersion suits;
- Fire prevention and firefighting;
- Emergency procedures;
- Elementary first aid;
- Prevention of marine pollution; and
- Prevention of shipboard accidents

Syllabuses for these six elements have been developed by the Fishing Industry's Safety and Health (FISH) Platform and the MCA has agreed to adopt these for use in the UK.

2. Purpose

Produce model training programme(s) that satisfy the requirements for basic safety training for fishing vessel personnel under the International Convention on Standards of Training, Certification and Watch keeping for Fishing Vessel Personnel 1995 (STCW-F), in accordance with the syllabuses produced by the Fishing Industry's Safety and Health (FISH) Platform (see link at Appendix 3).

3. Scope

The model training programme(s) should include comprehensive guidance for instructors, audio-visual materials (PowerPoint presentations) for delivery including new video footage/photos/images and materials for candidate assessment and shall be produced in a format that enables Seafish to share with Approved Training Providers (ATPs).

Outputs should be in the form of final word documents (instructor guidance material/candidate assessment)/ set of PowerPoint slides for each model training programmes. All background data files should also be made available to Seafish after delivery of the materials.

For further information on the scope of the project please contact Kevin Franklin (details in Selection and Contact details).

4. Selection and Awarding Criteria

See Appendix 1 for the selection and awarding criteria matrix.

5. Responsibilities of the contractor

The contractor will be responsible for the design, fieldwork, data analysis and preparation of the final training materials to an agreed standard in a timely manner. Your tender should state which (if any) professional codes of practice you will follow.

6. Contract Management

The contract will be managed by Kevin Franklin who will be responsible for final versions of questionnaires and outputs.

7. Process and Timetable

This will be a negotiated tender process. All initial tenders are to be submitted by 17th march 2017. Tenders will then be scored on the selection criteria in Appendix 1. The highest scoring tenders will be invited to partake in a tender pitch. Based on the awarding criteria, also in Appendix 1, the highest scoring tender will be awarded the contract.

The tender process timetable is as follows;

Actions	Date(s)
Distribution of application to tender document	27 th Feb 2017
Last date for receipt of tender document submission	17 th Mar 2017
Notification of applicants to be invited to tender pitches and notification for unsuccessful applicants	21 st Mar 2017
Tender pitches to take place in Grimsby	TBC
Letter to successful applicant of intent to award contract	1 st April 2017
Notification to unsuccessful applicants	1 st April 2017
Project commencement date	10 th April 2017 – subject to successful EMFF bid being approved
Work to be completed by	31 st Mar 2018

8. Submission of Tender Documents

Interested parties must provide a detailed and fully-costed proposal describing their relevant experience, how they will undertake this work and their ability to meet the required timescale for completion – see Appendix 1 – Selection and Award Criteria for further guidance.

Interested parties are responsible for ensuring the accuracy and sufficiency of the rates and prices stated in their submission, which shall (except in so far as is otherwise provided in the Supplier Agreement) cover all their obligations.

Interested parties must have obtained all necessary information as to any risks or other circumstances which might reasonably influence or affect their submission.

Please see Appendix 2 for example tender submission guidelines.

9. Costs

A total budget of no more than £90,000 is available for this project.

In the first instance we would ask the tenderer(s) to give an indication of budgetary spends necessary to meet the Composition requirements.

10. Recovery of Costs

An applicant is not entitled to claim from Seafish any costs or expenses incurred in preparing the tender document whether or not it is successful.

APPENDIX 1: Selection and Award Criteria

Throughout this process, the same criteria will be used for selecting the tender pitches and awarding the final contract.

We will award the work to the company which offers the most advantageous proposal to Seafish in terms value-for-money, functionality and other factors as specified within this document. In the interest of ascertaining the highest level of transparency, fairness and competition the below evaluation matrix will be used to score each tender

Selection and Award Criteria Matrix

Criteria	Weighting (%)
<i>Expertise</i> in developing training programmes and associated guidance materials	40%
<i>Interpretation</i> of the specification and creativity in the presented solution	35%
<i>Knowledge</i> of the seafood industry in particularly catching sector training requirements	10%
<i>Previous experience</i> and associated client references	15%

Seafish reserves the right to:

- Reject any or all offers and discontinue this process without obligation or liability to any potential vendor.
- Accept an offer other than the lowest price offer.
- Award the work on the basis of initial offers received, without discussions or requests for best and final offers.
- Award the work to more than one supplier.

The details contained on this and on previous pages are for information purposes only and do not form any part of an agreement with Seafish. Seafish shall not be liable for any costs and/or expenses incurred in respect of preparation or submission of any proposal documents or associated material.

All information supplied by, and to, Seafish in connection with this invitation to quote shall be treated as confidential.

The successful Applicant shall enter into a Supplier Agreement with Seafish.

If you wish to seek clarification on any aspect of the evaluation matrix then please contact contract management.

APPENDIX 2: Guidance for tender submission

The following information should be included in a response:

- Name of the tenderer(s), status in the company, and name of person for further contact (if different);
- A brief statement (in no more than 500 words) detailing an understanding and interpretation of the purpose, specific objectives and scope of the project;
- Details of the proposed methodologies and outline costs.
- Details of previous research experience relevant to the current application;
- Contact details for referees in relation to this work;

A clear statement of the tender price and costs under the following subheadings for each stage of the project:

Research / management staff costs	Overheads
Equipment and materials	Any other costs
Reimbursement of participants	VAT where applicable
Travelling expenses	Total

**Seafish will be unable to reclaim VAT, therefore please ensure to state VAT when applicable.*

APPENDIX 3: Syllabus produced by the Fishing Industry's Safety and Health (FISH) Platform

<http://www.fish-platform.eu/Library/Syllabus%20on%20the%20general%20objectives%20for%20IMO%20STCW-F%20Basic%20Safety%20Training%20For%20All%20Fishing%20Vessel%20Personnel.pdf>

Submission and contact details

Tenders must be received by 5pm on 17th March 2017. They can be submitted:

- by email to kevin.franklin@seafish.co.uk
- by post, marked for the attention of Kevin Franklin, Sea Fish Industry Authority, Origin Way, Europarc, Grimsby, DN37 9TZ.

For further information on this tender please contact:

Kevin Franklin
Fishermen's Training Manager
Tel: 01472 252346
Email: kevin.franklin@seafish.co.uk