



Call for Tenders

A Labour Market/Training Needs Analysis of the UK Seafood Industry

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

24th April 2017

Seafish Tender Document Number: 2017-02

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.

Overview of the UK seafood industry

Catching Sector

In 2015, the UK fishing industry had 6,187 fishing vessels compared with 6,716 in 2005, a reduction of 8 per cent. The fleet in 2015 comprised 4,863 10 metre and under vessels and 1,324 over 10 metre vessels.

There were an estimated 12,107 fishermen in 2015. Of these, 5,569 were based in England, 851 in Wales, 4,828 in Scotland and 859 in Northern Ireland. Part-time fishermen accounted for 16 per cent of the total.

Processing Sector

The Fish processing sector, fish and shellfish, is an integral part of the UK economy employing around 18,000 workers across more than 400 workplaces nationwide.

Retailing Sector

It was estimated by the Food and Drink National Skills Academy in 2011 that the fish retail sector employed 3,100 FTE. It is assumed that around 55% FTE are employed by the multiple retailers, with the balance in independent fishmongers.

Food Service Sector

Estimated 80,000 people employed in the UK in fish and chip businesses. This is generally considered to be around 50,000 FTE jobs in 10,500 take away shops. The average size of businesses is less than 5 FTE although the largest fish and chip business employs over 300 staff in more than 10 outlets.

2. Purpose

We are seeking to commission an in-depth analysis of the labour and training needs of the UK seafood industry (seagoing and onshore), including an appraisal of current training provision to identify any gaps. Specifically:

- validate and bring clarity to the scale and nature of the skills issues facing the seafood industry
- create direction and bring focus to the nature of the response required by both industry and the public sector to address these
- provide a framework for public and private sector investment in skills development to meet the needs of industry.

3. Scope

For the seagoing sector the analysis must include consideration of common training requirements in other maritime industries. Likewise for the onshore sectors the analysis must include consideration of common training requirements in other food and drink industries.

The required output of this work is a report containing detailed labour market intelligence on the UK seafood industry.

Outputs should be in the form of Microsoft Word (for the report) and Microsoft Excel (for the raw data and analysis) documents. 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 Supplier

The supplier will be responsible for the design, fieldwork, data analysis and preparation of the final report 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 outputs.

7. Process and Timetable

This will be a negotiated tender process. All initial tenders are to be submitted by 12th May 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. We cannot be more specific about the exact timetable as the initial application process involves submitting tenders

for the project. Thereafter we are governed by the EMFF application decision making process at the Marine Management Organisation (MMO)

The tender process timetable is as follows;

Actions	Date(s)
Distribution of application to tender document	28 th Apr 2017
Last date for receipt of tender document submission	12 th May 2017
Notification of applicants to be invited to tender pitches and notification for unsuccessful applicants	TBC dependent on EMFF successful application
Tender pitches to take place in Grimsby (If required)	TBC
Letter to successful applicant of intent to award contract	TBC
Notification to unsuccessful applicants	TBC
Project commencement date	TBC
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 £80,000 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. All tenders will be scored on value for money and, in the interest of ascertaining the highest level of transparency, fairness and competition, the below evaluation matrix will also be used to score each tender.

Selection and Award Criteria Matrix

Criteria	Weighting (%)
<i>Expertise</i> in conducting labour market survey/training needs analysis	40%
<i>Interpretation</i> of the specification and creativity in the presented solution	25%
<i>Knowledge</i> of the seafood industry in the UK	20%
<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.*

Submission and contact details

Tenders must be received by 5pm on 12th May 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