



Tender / Expression of Interest

TD2017-007

Responsible Fishing Ports Scheme – Certification Body

February 2018

Marcus Jacklin
Sea Fish Industry Authority
Europarc
Origin Way
Grimsby
DN37 9TZ

1. About Seafish

Seafish is a UK NDPB established by the Fisheries Act 1981. The organisation is sponsored by Defra, the Scottish Government Marine Directorate, the Welsh Assembly Government and Department of Agriculture, Environment and Rural Affairs, Northern Ireland. Seafish is funded by levy paid on all seafood landed or imported into the UK (excluding salmon and canned product). Our work cuts across all segments of the seafood value chain – from catching and farming; through primary and secondary processing, importing and distributing; to retail and foodservice operators

2. Background

The Responsible Fishing Ports Scheme (RFPS) is a new certification programme currently entering the final stages of development. The RFPS will be a voluntary programme that allows fishing ports to demonstrate responsible food safety and good operational practices. Certification to the RFPS standard will include an independent audit to ensure that the applicant port or harbour, and those organisations that operate within it, follow good practice in five (5) core areas: Food Safety and Structural Integrity, Working Environment, Care for the Environment, Care of the Catch, and Seafood Traceability. The Seafish Annual Plan 2017-18 requires the Responsible Fishing Ports Scheme (RFPS) to be application ready by March 2018.

Although the RFPS is not intending to seek accredited status in the short term, the development process has been conducted to ensure it is 'accreditation ready'. As a continuation of this policy, Seafish is seeking the services of an accredited Certification Body (CB) to carry out the audits of applicant facilities and procedures, and to issue certificates to those who are determined to have met the requirements of the RFPS standard.

This tender document sets out the requirements which aspiring CBs must meet, and the process by which the winning CB will be chosen. Further information on the RFPS is available on the [RFPS webpage](#), [draft RFPS Standard](#) and in the Application to certification document.

The RFPS, at this stage, has one Standard which is applicable only to large ports defined as category 3 or 4 (see Table below). Application to certification is therefore currently limited to commercially registered Category level 3 or 4 fishing ports and fishing harbours with a designated selling or auction facility that supplies the UK seafood market.

Small Port	Level 1	Fishing ports that are registered with the local authority and only have facilities such as a quay to allow fishers to land their catch.
	Level 2	Fishing ports that are registered with the local authority have facilities such as a quay to allow fishers to land their catch and facilities to store the catch.
Large Port	Level 3	Fishing ports that are registered with the local authority have facilities such as a quay to allow fishers to land their catch, have facilities to store the catch and conduct sales directly to the supply chain.
	Level 4	Fishing ports that are registered with the local authority have facilities such as a quay to allow fishers to land their catch, have facilities to store the catch and conduct sales by auction (and direct sales) to the supply chain.

A separate standard for small ports (defined as category 1 and 2) without direct sales or auction facilities is to be developed after April 2018. This approach has been agreed by the RFPS governance structure to ensure the RFPS is fit for purpose and covers the requirements of all types of fishing ports/harbours in the UK.

UK ports overview

The UK fishing ports/harbours sector comprises approximately 463 facilities. Of these, forty are [Designated Ports](#) where landings of multi-annual plan or recovery stocks and catches of deep sea species over 100kg, may be made. Of these designated ports, twenty conduct sales by auctions which account for a significant proportion of fish landed by UK vessels.

The location of fishing ports distributed throughout the UK is described in table below.

Location	No. Ports
Scotland	229
England	163
Northern Ireland	30
Wales	41

Data source: MMO

3. Requirements

The CB must have the capacity, skills and knowledge required to successfully implement the RFPS assessment procedures and certification process. The CB will be expected to conduct on-site audits at ports throughout the UK, including Northern Ireland. The CB will take responsibility for the entire application process, from receiving application forms through to final issuance of certificates, as detailed in the RFPS application procedure. The applicant CB should outline the procedures it would put in place to achieve this.

The CB must be able to show it has a fully documented and implemented Quality Management System in accordance with accreditation requirements. The CB must also be able to demonstrate that auditors conducting pre-assessments, on-site assessments, and producing audit reports have knowledge of the following key areas:

- Food safety
- Health and safety
- Worker welfare
- Environmental protection
- Fishing industry and the fisheries supply chain

4. Submission Guidance

Any CB responding to this tender should provide the following information:

- Name of the applicant, and an outline of the status and activities of the organisation.
- Evidence of previous experience managing and implementing similar certification programmes.
- Details of auditor skills and experience.

- An outline of the policies and procedures in place to ensure the RFPS scheme is operated on an ‘accreditation-ready’ basis.
- Details and costs of any work to be sub-contracted, including details of the sub-contractor.
- An estimate of the cost to applicants for the entirety of the certification process, from application to certificate issuance, excluding travel and subsistence costs.
- Previous details of any work with Seafish including Seafish points of contact.

5. Awarding Criteria

Tenders will be assessed on their value-for-money and quality. In the interest of ensuring the highest level of transparency, fairness and competition, the following evaluation matrix will be used to score each tender.

Evaluation Matrix

Award Criteria		Weighting (%)
Value for money		25
Quality	Experience in delivering similar audit functions	20
	Demonstration that policies and procedures are in place to enable the RFPS to remain accreditation ready	15
	Skills and experience of auditors	15
	Ability to respond to applications and carry out the certification process in a timely manner	10
	Ability and capacity to conduct on-site audits throughout the UK	10
	Ability to accept applications from April 2018	5

6. Determination of the winning tender

The determination of the winning tender will be decided by the RFPS secretariat according to the criteria listed above. A CB tendering applicant is not entitled to claim from Seafish any costs or expenses incurred in preparing or promoting the tender document, whether successful or not.

7. Timetable for delivery

The start date for the project should be as soon as possible after the contract is awarded. The detailed schedule for the scheme being open to applications will be developed in March 2018. It is the current aspiration for the RFPS programme to be open for expressions of interest for applications by the end of March 2018, with applications being received from April 2018 onwards. This will be confirmed in March.

8. Other responsibilities of the CB

The successful CB will be responsible for ensuring that responses to applications to certification are provided in a timely manner, and that there are no unnecessary delays to the certification process for each port. The CB will be required to adhere to the policies and procedures produced by the standard holder (Seafish) as they apply to the activities of the CB. The CB will be responsible for the production of all its own certification documentation, for the training of its auditors, and for ensuring consistency between auditors.

9. Submission of Tender Documents

Responses should be sent to Marcus Jacklin by 1200hrs on March 9th 2018. These can be submitted

– by e-mail to m_jacklin@seafish.co.uk

– by post, for the attention of Marcus Jacklin, Sea Fish Industry Authority, Origin Way, Europarc, Grimsby, DN37 9TZ.

Tenders received after the deadline will not be accepted.

10. Further information

For further information on this tender please contact;

Marcus Jacklin, Insight Project Manager.

Tel. 01472 252340 / 07876 035764

Email: m_jacklin@seafish.co.uk