

**Sea Fish Industry Authority
Tender Exercise: Request for Quotation**

Request for quotation for a commercial scallop fishing vessel hire to assist with scientific research surveys to determine the status of scallop stocks in the English Channel, North Sea and Celtic Sea.

Issued on: 22/03/2019
Seafish Reference No: TD2019-001

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1. INTRODUCTION

1.1 Title: Request for Quotation for Commercial scallop fishing vessel hire to assist with scientific research surveys to determine the status of scallop stocks in the English Channel, North Sea and Celtic Sea.

1.2 Date of Issue: 22/03/2019

1.3 Response Deadline: 05/04/2019 12 noon

1.4 Tender submission: Tenders must be delivered to Seafish by the response deadline above.

Late responses will not be accepted.

1.5 Seafish reserves the right to retract this opportunity or fund any project/ award any contract at any point throughout the process.

1.6 The tender will be evaluated as follows:

| | |
|----------|-----|
| Quality: | 70% |
| Cost: | 30% |

2. STATEMENT OF REQUIREMENTS

2.1 Background to Requirement:

Seafish is collaborating with Cefas and industry to carry out the third consecutive year of dredge surveys as part of an ongoing research project in selected king scallop fisheries located in the English Channel, Celtic Sea and North Sea, with the aim of determining stock status.

This project is still in the relatively early stages of reporting and is setting the foundations for long term monitoring and assessment of selected king scallop stocks around English coasts. We are planning to repeat the dredge surveys in 2019 in areas 27.7.e and 27.7.f in early May then a second survey in September (27.7.d and 27.4.b). However, the timing of these surveys and other operational aspects are subject to approval by the Project Steering Board and may change.

Surveys will require taking two Cefas scientists to sea to determine the catches in standard and modified scallop dredges.

The primary aim which requires industry cooperation is:

Determination of the distribution and abundance of scallops

A commercial fishing vessel will fish for scallop using standard and modified dredges to determine the distribution and abundance of scallop. Tows will be carried out on both existing fishing grounds but also in areas where scallop have occurred in recent years but are not currently fished. Modified dredges designed to catch smaller scallop below Minimum Landing Size (MLS) will be deployed at the same time as standard commercial gear to provide density estimates for pre-recruit scallop. The fishing positions have been randomly determined within beds defined by historic fishing patterns using VMS data.

2.2 What is required:

- a) The vessel and crew (mentioned above) will be required for 13 fishing days for the May survey in the Western English Channel and Celtic Sea and an additional 6 fishing days for the September survey in the Eastern English Channel and North Sea.
- b) The vessel and crew will be required to deploy and service their own commercial gear and up to eight modified dredges provided. Fishing tow positions will be confirmed after consultation with the skipper, but flexibility is required as scientists will want to determine scallop density at sites selected randomly within each defined scallop bed.
- c) The vessel owner is required to provide their own commercial gear, and this is to be standardised throughout the survey as much as possible and kept in good condition for the duration of the survey.
- d) Crew are expected to assist Cefas scientists with preparing the catch for sampling and recording results.

2.3 Technical Requirements

1. Cefas require a named and registered fishing vessel, including all management, crew, victuals, fuel, and other services necessary to fish in the manner defined below.
2. The vessel must be as specified in Appendix 2: A.1.
3. Fishing gear and its operation must be as specified in Appendix 2: A.2.
4. Fishing operations will be in the area specified in Appendix 2: A.3.
5. Fishing operations must take place in accordance with the specification in Appendix 2: A.4.
6. The Skipper must be named, have experience of working the defined fishing gear in the defined area and must demonstrate a track record of fishing for scallop in this particular fishery (with the defined fishing gear, in the defined area) as specified in Appendix 2: A.5.
7. The vessel must satisfy accommodation and safety standards given in Appendix 2: A.6.
8. The vessel and crew should be available for repeat surveys in subsequent years, see Appendix 2: A.7.
9. The Skipper is required to discuss with scientists and agree a Detailed Operational Plan as given in Appendix 2: A.8 before work starts. This may be fulfilled via telephone conversation but may require attendance at a planning meeting with scientists.

SPECIAL PROVISIONS RELATING TO RETENTION OF UNDERSIZED SCALLOPS IN CONTRAVENTION OF EC REGULATION 850/98 and other fishing regulations

A dispensation will be provided by Cefas to allow retention on board or landing of undersized scallop and use of experimental gear to facilitate this work. Local authorities will be kept informed as to the project requirements and any additional dispensations or permissions required to achieve the scientific objectives will be provided as required.

Contract completion dates:

- Western English Channel: 31st May 2019
- Eastern English Channel: 30th September 2019.

Contract Duration:

Provisional contract duration of 13 fishing days in May 2019 and 6 fishing days in September 2019. Duration to be determined before signing final contract.

3. INSTRUCTIONS FOR TENDERING

3.1 Responding to Statement of Requirements

In the tender response, please address all aspects of the Statement of Requirements as laid out in Section 2 including those within Appendix 1 as referenced in the Statement of Requirements.

3.2 Price

In the tender response, use the pricing table (Appendix 3) and provide two quotations as follows:

- 1) For **2019 dredge survey in Areas VIIe, f, g and h (Western English Channel and Celtic Sea)** to be carried out in May and a second survey to be carried out in September in **Areas VIId and IVb (Eastern English Channel and North Sea)** - An all-inclusive for the provision of all the services above, including attendance at meetings, the supply and repair of gear, crew, fuel and any additional insurance and accommodation for up to **19 days fishing**. Reasonable allowance for steaming days can also be charged if they were necessary for completion of the surveys and in addition to those undertaken by the vessel during her commercial fishing operations. **The price must include a breakdown of VAT.**
- 2) For the 2019 dredge surveys a **daily hire rate** for both fishing and steaming to carry out the surveys highlighted in item 1 above. This daily hire rate should be all-inclusive for the provision of all the services above, including attendance at meetings, the supply and repair of gear, crew, fuel and any additional insurance and accommodation. **The price must include a breakdown of VAT.**

N.B. The actual eligible cost will be calculated from the daily hire rates in item 2 above, the actual survey days and eligible steaming days.

3.3 Submission Details

Responses must be submitted electronically to:
Michael Dick, Finance Manager
Michael.dick@seafish.co.uk

By: 12pm, 5th April 2019

4. EVALUATION OF THE TENDER

To ensure the relative importance of both cost and technical criteria are correctly reflected in the overall score, a weighted points system has been applied to the evaluation process. The technical merit score forms 70% of the final score with the cost element forming 30% of the final score.

| Fitness For Purpose Evaluation (Technical) | | Question Weighting |
|--|--|--------------------|
| 1 | A.1 Vessel specification and access | 20 |
| 2 | A.2 Fishing gear | 20 |
| 3 | A.3 Area of operation | 10 |
| 4 | A.4 Fishing operations | 20 |
| 5 | A.5 Experience | 20 |
| 6 | A.6 Working environment and safety standards | 20 |
| 7 | A.7 Consistency and dependability | 20 |
| 8 | A.8 Detailed operations plan meeting | 10 |

The tender seeks to ensure delivery of the agreed science provides good value for money.

All criteria for “What is Required” and Appendix 2 must be satisfied.

All members of the Project Steering Board will be invited to evaluate the tender apart from those with a conflict of interest, who will not be permitted to participate in the evaluation process. Tender responses will be confidentially shared with the Project Steering Board who will not be permitted to share this information with anybody else.

The listing of the Project Steering Board members is stated in Appendix 4.

The Project Steering Board will complete the technical evaluation using the scoring below:

Scoring Guidance (use with Evaluation criteria in RFP)

| Technical Ability | Score |
|-----------------------------|-------|
| Exceeds Requirement | 3 |
| Meets Requirement | 2 |
| Partially meets requirement | 1 |
| Does Not Meet requirement | 0 |

Being the contracting authority, the final evaluating decision lies with the Seafish evaluation panel.

APPENDIX 1: Seafish Standard Contract

SUPPLIER AGREEMENT Between:

XXXX, (the “**Supplier**”) and the **SEA FISH INDUSTRY AUTHORITY** (a statutory body established under the Fisheries Act 1981), with its head office at 18 Logie Mill, Logie Green Road, Edinburgh EH7 4HS (“**Seafish**”)

IT IS AGREED between the Supplier and Seafish as follows:

1. **Work** – Seafish has requested the Supplier to undertake _____, further details of which are contained in part 1 of the **Schedule** attached to this Agreement (the “**Work**”). The Supplier has agreed to undertake the Work in accordance with the terms of this Agreement.
2. **Term** - The Work will commence on _____ and will be completed by _____.
3. **Fee** - The fee for the Work will be £X,XXX inclusive of VAT at the standard rate (where applicable) and shall be payable in accordance with the payment provisions set out in part 2 of the **Schedule** attached to this Agreement. Seafish agrees to make payment within 30 days of receipt of a valid invoice. The fee set out in this clause is a fixed sum and may only be varied in accordance with the terms of this Agreement.
4. **Expenses** - All expenses (including travel costs) must be agreed in advance and will only be payable by Seafish subject to the Supplier: (a) obtaining Seafish’s prior written consent to such expenses; and (b) providing evidence to prove such expenditure.
5. **Taxes** - The Supplier shall pay all taxes and other outgoings or expenses payable in consequence of the Agreement and shall fully indemnify Seafish in respect of any demand, costs or expenses suffered by Seafish in relation to any tax or employer’s National Insurance contributions or expenses payable in respect of the Supplier, its employees, agents or permitted sub-contractors or in relation to the provision of the Work.
6. **Standard** – The Supplier agrees to undertake the Work: (a) with all reasonable skill and care and in accordance with best practice in the industry; (b) in a proper, diligent, expeditious and professional manner; and (c) in accordance with any reasonable policies or guidance supplied by Seafish.
7. **Materials** - The Supplier shall provide all materials and equipment necessary to carry out the Work.
8. **Failure** – In addition to the rights set out in clause 9, in the event that the Supplier fails to perform the Work to a satisfactory standard, Seafish may request that the Supplier remedy the failure by providing the Supplier with details of the nature of the complaint. If, after reasonable notice the complaint remains unremedied, Seafish may:

- 8.1 suspend all further payments to the Supplier until the complaint is remedied to the reasonable satisfaction of Seafish; and/or
- 8.2 make any or all further payments to the Supplier subject to such reasonable conditions as Seafish may specify.
9. **Termination** – Seafish may terminate the Agreement by written notice if the Supplier: (a) commits a material breach of this Agreement; (b) fails to rectify a complaint notified to it in accordance with clause 8 within a reasonable period of notice; (c) ceases to carry on business; or (d) becomes insolvent, apparently insolvent, has a receiver, manager, administrator or liquidator appointed in respect of its assets or business, or suffers any similar action.

In the event that Seafish terminates the Agreement in the manner described above, Seafish is entitled to demand immediate repayment of (in which case the Supplier shall immediately repay) the whole or part of any payments already made to the Supplier which relate to the Work which has not been satisfactorily performed.

Seafish may also cancel any part of the Work due to unforeseen circumstances beyond Seafish's control, by giving the Supplier notice to that effect. In such circumstances the parties shall use its reasonable endeavours to agree the amount by which the fees payable by Seafish under this Agreement shall be reduced on a pro rata basis, to take account of the fact that the part of the Work is no longer required.

10. Limits on Liability -

- 10.1 Subject to clause 13 and the provisions of this clause 10, the aggregate liability of either party for any breach of the terms of this Agreement (including delict, tort, negligence or otherwise) shall be limited to twice the amount of the fees payable under Clause 3.
- 10.2 Subject to clause 13 and the provisions of this clause 10, neither party shall be liable to the other for any: (a) indirect, special or consequential losses or damage; or (b) loss of profit, business, or revenue; which arise out of or in connection with this Agreement.
- 10.3 Nothing in this Agreement excludes or limits the liability of either party for death or personal injury caused by that party's negligence or from fraudulent misrepresentation.
11. **Confidentiality** – Both parties undertake to treat any confidential and proprietary information disclosed to it by the other party as secret and confidential and will not use it for its own benefit or the benefit of any other party, other than for purposes required or permitted by this Agreement or as are otherwise required to make use of the Work. Neither party will disclose the other party's confidential information without the prior written consent of the disclosing party, other than to such of its employees who reasonably require to have same and are bound by duties of confidentiality.

For the avoidance of doubt, the obligations set out in this clause will not apply to any information: (a) which is or enters the public domain (other than as a result of a breach of the Agreement); (b) that has been developed by the receiving party independently of disclosure; and/or (c) which requires to be disclosed by law, (including disclosures under the Freedom of Information Act 2000).

The Supplier agrees to assist and co-operate with Seafish in connection with any request for information made to Seafish under the Freedom of Information Act 2000 or any other relevant statute.

12. **IPR** - All intellectual property rights, (including but not limited to patents, copyrights (including copyright in any software), design rights, trade marks, database rights, moral rights, domain names, rights in and to trade or product names, inventions, discoveries and know how), created, developed or otherwise arising from the performance of the Work (the “**Resultant IPR**”) shall belong to and from their creation become the exclusive property of Seafish.

The Supplier hereby assigns to Seafish (and insofar as it is not competent for the Supplier to currently assign, hereby undertakes and agrees to assign to Seafish, all future rights from the date of creation), free from any encumbrances, its whole right, title and interest in all Resultant IPR without any additional charge. The Supplier irrevocably waives in favour of Seafish: (i) all moral rights it may have in terms of Chapter IV Part I of the Copyright, Designs and Patents Act 1988; and (ii) any similar rights in any part of the world, in and to the Resultant IPR. The Supplier shall procure that all employees, third parties and sub-contractors used in the creation or development of the Work shall similarly waive such moral rights in and to the Resultant IPR.

The Supplier shall, at Seafish’s discretion, execute any further documents, forms and authorisations anywhere in the world and perform any such acts or things as Seafish may require to enable Seafish to secure full legal title to the Resultant IPR. The Supplier warrants to Seafish that the Work is its own original work and the Resultant IPR is not subject to any third party claims, liens, charges or encumbrances of any kind and that the Supplier is free of any duties or obligations or liabilities to third parties which may conflict with the terms of this Agreement.

13. **Indemnity**- The Supplier shall indemnify Seafish in respect of: (a) any breach or non-observance of the obligations incumbent upon them in this Agreement; (b) from any breach of the warranties provided; and (c) from any claim that the Resultant IPR infringes (or allegedly infringes) the rights of any third party.
14. **Insurance** – The Supplier shall effect and maintain at all times during the term of this Agreement, adequate insurance cover (including professional indemnity insurance) to cover liabilities under this Agreement, with a reputable insurer.
15. **Property** - The Supplier will not have any rights to Seafish property (including but not limited to information and data) and will promptly return all such property belonging to Seafish in its possession when asked to do so by Seafish or on the expiry or termination of this Agreement.
16. **Data Protection** - Each party must comply with all data protection laws that apply to it in relation to any personal data processed in connection with this Agreement.
17. **Sub-contract/Assignment** - The parties hereby agree that no sub-contracting is permitted by either party without the prior written approval of the other. Neither party shall be entitled to assign any part of the burdens or benefit of this Agreement without the prior written consent of the other party.
18. **Waiver** - The failure of either party to exercise or enforce any right conferred upon it by this Agreement shall not be deemed to be a waiver of any such right or operate so as to bar the exercise or enforcement of such right at any time or times in the future.
19. **Publicity** - No announcement or communications concerning the terms or conditions of this Agreement shall be made by either party without the prior written consent of the other party except to the extent any statement or disclosure may be required by law.
20. **Independent Contractor** – The parties are independent contractors and nothing in this Agreement shall constitute, nor imply the constitution of, any partnership, association, joint venture or any relationship of principal and agent between the parties.

21. **Entire Agreement** - This Agreement supersedes all prior agreements and arrangements and sets out the entire agreement and understanding between the parties relating to the provision of the Work.
22. **Variation** - No variation of any of the terms of this Agreement shall be effective unless it is agreed in writing and signed by both parties.
23. **Force Majeure** - If either party is prevented from or delayed in performing any obligations under this Agreement by reason of any circumstances beyond its reasonable control it shall be excused performance to the extent affected by such circumstances, so long as it shall both give prompt notice to the other party and use all reasonable commercial endeavours to remove or avoid such circumstances cause or effect.
24. **Governing Law** - This Agreement is made under and governed by Scots Law and the Scottish courts will have exclusive authority to settle any dispute arising under or in connection with it. IN WITNESS WHEREOF this Agreement together with the Schedule is executed as follows:

Signed for and on behalf of **SEA FISH INDUSTRY AUTHORITY** by

| | | | |
|----------------------|----------------------|---------------------------------|----------------------|
| | (Signature) | in the presence of this witness | |
| | (Full Name) | | (Witness' Signature) |
| Authorised Signatory | | | (Full Name) |
| | (Place of Signature) | | (Address) |
| | (Date of Signature) | | |

Signed for and on behalf of

by

| | | | |
|-------|----------------------|---------------------------------|----------------------|
| | (Signature) | in the presence of this witness | |
| | (Full Name) | | (Witness' Signature) |
| | (Position) | | (Full Name) |
| | (Place of Signature) | | (Address) |
| | (Date of Signature) | | |

APPENDIX 2: Technical Requirements

Vessels will be subject to inspection prior to the start of the surveys and a Vessel Safety Card completed by the vessel owners will be reviewed by external consultants on behalf of Cefas.

A.1 VESSEL SPECIFICATION & ACCESS

The vessel must be a practicing commercial fishing vessel capable of deploying scallop dredges of similar specification to those typically used in this area.

The vessel must be capable of remaining at sea for a period of five days.

The vessel must have a safe working deck area, well lit, with sufficient clear deck area to accommodate up to two scientists and their equipment.

The vessel will have sufficient deck space to facilitate scientific sampling of the catch.

Embarkation and disembarkation should be at a port giving appropriate access to the fishing grounds.

The tender must state the name, type, and size of the vessel.

The tender must state the port, or ports, they would suggest for embarkation and disembarkation.

The tender must confirm that the vessel can remain at sea for a five-day period.

The tender must confirm that the vessel and skipper will be available for a port visit by a Cefas scientist to assess the suitability of the vessel for the requirements of the survey.

A.2 FISHING GEAR

The fishing gear to be used will be:

- Modified and standard scallop dredges deployed mixed on one of the towbars. Modified dredges with smaller ring size will be provided by Cefas. Repairs to be carried out by tenderer

The tender must confirm the vessel is suitably equipped to deploy and retrieve this gear.

A.3 AREA OF OPERATION

Fishing operations will be carried out in the English Channel, Celtic Sea and North Sea which are in ICES divisions 27.7.d, e, f and 27.4.b (figure 1-3).

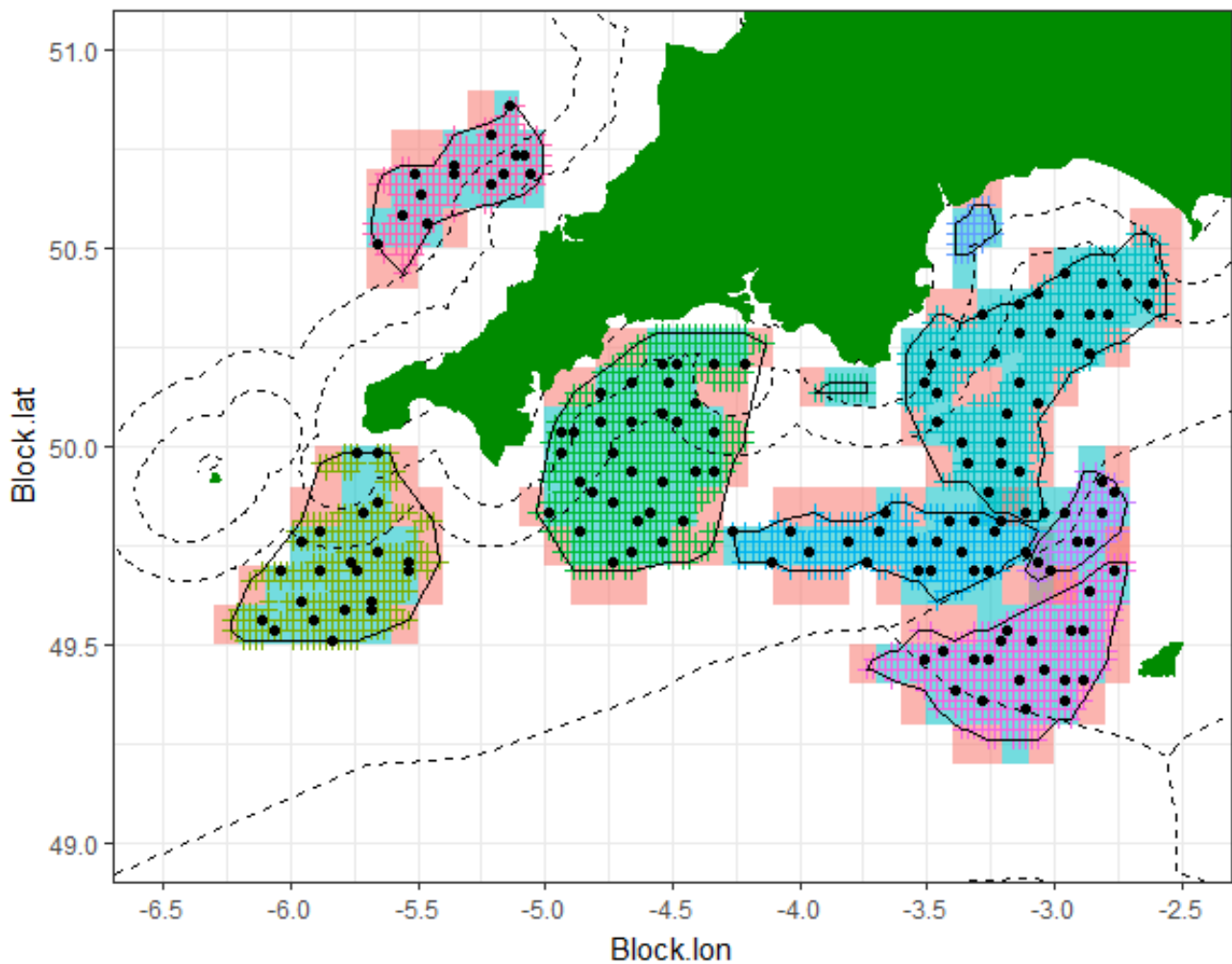


Figure 1. Schematic map indicating the location of operations in Western English Channel and Celtic Sea. N.B. Dots serve only as a guide to sampling. Tow positions will be provided nearer the time.

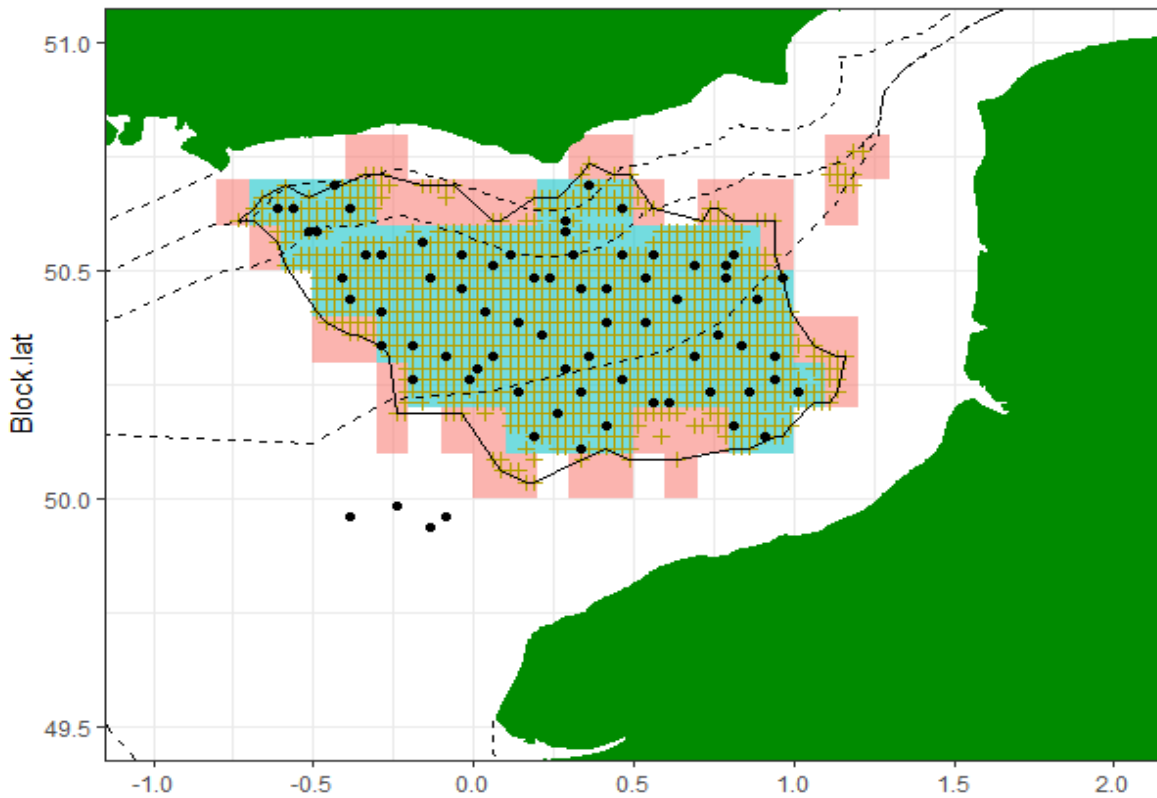


Figure 2. Schematic map indicating the location of operations in Eastern English Chanel. N.B. 4 additional stations to SW of main bed. N.B. Dots serve only as a guide to sampling. Tow positions will be provided nearer the time.

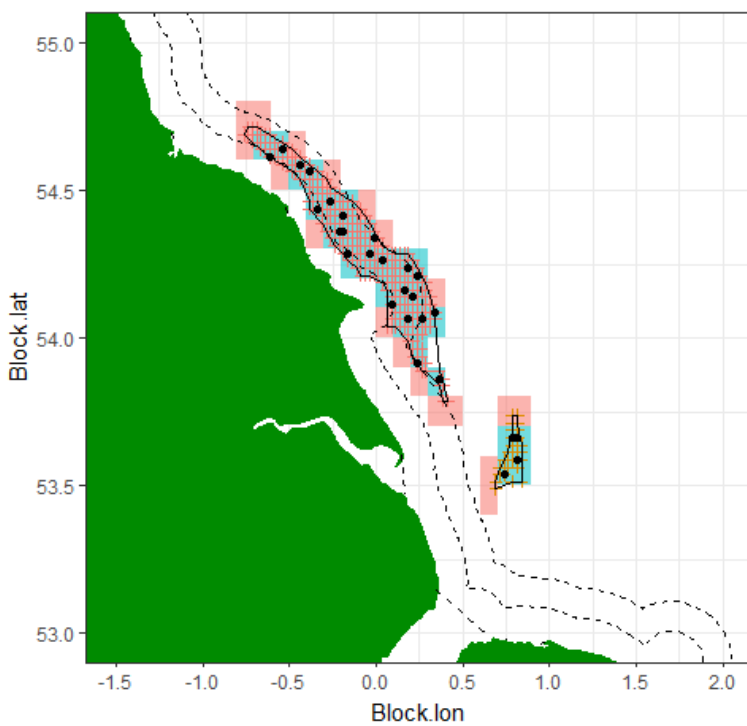


Figure 3. Schematic map indicating the location of operations in the North Sea. N.B. Dots serve only as a guide to sampling. Tow positions will be provided nearer the time.

A.4 FISHING OPERATIONS

Fishing operations must take place in accordance with the following:

A 4.1 Period of project: The dredge survey in the Western English Channel (WEC) and Celtic Sea shall start as soon as possible after 14th May 2019 and be completed as soon as possible (weather permitting). The exact timing and other details will be agreed in the Detailed Operations Plan mentioned at A.7. The dredge survey in the Eastern English Channel (EEC) and North Sea shall start as soon as possible after 1st September and be completed as soon as possible (weather permitting).

A 4.2 Duration of project: The dredge survey in the Western English Channel and Celtic Sea requires between 12 and 15 fishing days to be spread throughout the sampling period. The dredge survey in the EEC and North Sea requires between 6 and 7 fishing days to complete. The exact days in each survey area will be dependent on the survey design and weather conditions, which are subject to change. We anticipate a scheduled mid survey break during the survey in the WEC to facilitate a rest period for both crew and scientific staff.

Days at sea will be subject to weather conditions and vessel availability. In the event those days at sea are lost through adverse weather conditions or vessel availability, the lost day(s) must be re-scheduled for the earliest opportunity. The allocated survey days does not include an allowance for days lost to vessel breakdowns. In the event that weather is too bad for survey purposes but suitable for commercial fishing payment will be made at the discretion of the Project Steering Board.

A4.3 Fishing Activities: Fishing activities will be required for approximately 19 days with the specified gear deployed and fished as is typical for commercial practice. Note that scientists may require the gear servicing procedure to be slowed to enable enumeration of the catch and any necessary sampling procedures to be carried out (see A.4.4 below). Fishing practice may be altered during the survey period and will be agreed in the Detailed Operations Plan.

A 4.4 Sorting the Catch and recording: The crew will be required to assist in sorting and processing the catch and handling any scallop to facilitate biological sampling by the scientists where appropriate.

A 4.5 Weather Conditions: To provide useful results the fishing gear needs to be fishing in a representative manner and operating in weather conditions that prevent this should be avoided during each survey.

A 4.6 Third party liability: All possible efforts to avoid damage to 3rd party gear (primarily static gear) should be made. This would include towing in areas where static gear is expected to be carried out during daylight hours only, inspecting the towing areas before and during towing and communication with neighbouring vessels. Although the skipper will be requested to survey positions determined by the scientists it is the responsibility of the skipper to ensure the safety of his vessel, crew and his fishing gear and take all reasonable precautions to prevent damage to 3rd parties gear. As such the decision as to whether to deploy gear at each site requested by the scientist's rests with the skipper and Cefas will not be held responsible for any losses. It is recommended that the vessel owner takes out additional insurance to cover damage to 3rd party gear.

A 4.7 Crew numbers: The vessel will be deployed continuously, and a suitably experienced fishing mate will be required to enable the skipper to receive adequate rest breaks compatible with safe operations. Adequate crew numbers will be required to enable the crew

adequate rest brakes.

A 4.8 Commercial Fishing: The surveys will be carried out on a 24hr basis and it is not anticipated that there will be the opportunity to fish commercially during the survey period. Any commercial fishing undertaken during the survey will be at the expressed permission of the senior scientist. N.B. all catch taken within 12nm of the MLWM or in contravention of any local legislation will be returned to the seabed as soon as possible after scientific enumeration in line with dispensation requirements (with the exception of small quantities retained as scientific samples).

The vessel owner must confirm:

The number of days the vessel, Skipper and crew will be available for.

There will be no charge for days lost to mechanical breakdowns.

That Cefas is not liable for damage to the vessels own gear or 3rd party gear (see A4.6 above).

That the fishing activities in the Detailed Operations Plan agreed by the both the skipper and senior scientist will be undertaken. (see A4.6 above).

That the crew will be willing and available to sort and process the catch and record data.

That no additional commercial fishing will be undertaken during the survey without the expressed permission of the senior scientist.

The tender must confirm the number of days the vessel, Skipper and crew will be available for.

The tender must confirm that the required fishing will be undertaken throughout the specified area.

The tender must confirm that the crew will be willing and available to sort and process the catch and record data.

The tender must confirm that the fishing activities agreed in the Detailed Operations Plan will be undertaken.

A.5 EXPERIENCE

The Skipper must be named and have a track record of fishing for scallop in 2017 and/or 2018, using standard scallop dredges from the survey areas defined in A.3. The Skippers' experience is crucial to the success of the project and the vessel owner will describe fully that experience. The vessel owner must detail the experience of the Skipper as required above.

The vessel owner must include supporting evidence of the type of gear used for catching scallops.

The tender must detail the experience of the Skipper as required above.

The tender must include supporting evidence of the type of gear used for catching scallops.

A.6 WORKING ENVIRONMENT AND SAFETY STANDARDS

A.6.1 Accommodation: The vessel shall provide a covered area with sufficient space to accommodate up to two scientists and crew from adverse weather.

The vessel shall provide a safe working area, which will be well lit under all sea conditions, and large enough to accommodate the scientists and their equipment.

The vessel shall provide suitable sleeping and living accommodation for two scientists and the crew.

The vessel shall provide food and either bottled water or tank supplied drinking water for the scientists.

The tender must describe how the accommodation standards above are met, and give details of the size and character of the scientist's working area.

A.6.2 Safety Standards: (These are the normal standards required for fishing vessel operations)

The following is required for the vessel:

- a) i) The vessel must have and supply a copy of a valid Marine & Coastguard Agency Fishing Vessel Decal certificate issued by an appointed MCA surveyor after inspection to ascertain the vessels general seaworthiness and compliance with The Small Fishing Vessels Code of Practice for Fishing Vessels under 15 metres LOA MSN 1813 and with The Code of Safe Working Practice for 15m (LOA) to less than 24m (L) Fishing Vessels.
 - ii) If a mid-term inspection has been carried out by the MCA a copy of the report must be supplied.
 - iii) A copy of the declaration for annual self-certification under The Code of Safe Working Practice must be available for inspection.
- b) All vessels must have adequate marine insurance cover for the size of vessel and personnel on board.

The tender must supply a copy of the insurance cover for the vessel and personnel on board including scientific staff. (You may wish to detail your P&I and personnel insurance and financial limits on each)

- c) All vessels must comply with the National levels of certification applicable to the area of operation and size of the vessel in respect of Deck officers and engineers.
- d) All vessels must comply with the applicable code on safety equipment such as: Life rafts, lifejackets, Distress Rockets & flares, Radio Equipment and First Aid consumables.

The tender must confirm that the number of working life rafts are adequate to cover both the ship's and Cefas' personnel.

- e) All crew on all vessels must have completed the four x one day - mandatory safety courses - Sea survival, First aid, Fire fighting & Safety awareness.

The tender must confirm that all crew will have these certificates and they will be produced at the first detailed meeting and prior to sailing.

f) All vessels must comply with the Marine & Coastguard Agency safe manning levels in accordance with size of vessel and area of operation.

g) The MCA advises that it is good practice for vessels to have a written risk assessment.

The tender must confirm whether they have a risk assessment and supply a copy of the risk assessment if they do.

h) Prior to contract award an inspection of the vessel's lifesaving equipment will be carried out by a qualified surveyor.

The tender must confirm the vessel will be made available for an inspection on the vessel's lifesaving equipment.

In addition to the standards given above, Cefas also requires that:

i) The tender must confirm that there is a prohibition on the carriage of illegal drugs and alcohol.

Tendering vessels should ensure that they fully meet the requirements of the relevant code.

A.6.3 Vessel Safety Information Card (VSIC)

As part of the vessel safety assessment, the vessel owner or agent is required to complete Parts 2, 3, 4, and 5 of the Cefas Vessel Safety Information Card ensuring that the information is included within the submission.

No project activity will take place by the named vessel if it does not have an approved Vessel Safety Card.

A.7 CONSISTENCY AND DEPENDABILITY

For consistency it is desirable that the survey vessel can potentially commit to provision of the required services for a reasonable number of years. The aim is to minimise vessel effects from any time series of survey results by avoiding unnecessary vessel changes.

The tender must confirm there are currently no known circumstances which may limit vessel availability for the next 5 years.

A.8 DETAILED OPERATIONS PLAN MEETING

The Skipper is required to be available for a meeting in early May 2019 for the development of a Detailed Operations Plan. This will involve scientists and the Skipper discussing the project objectives, and the joint development of details and structure of the Operations Plan. A further meeting may be needed to finalise a Detailed Operations Plan which will be required to be agreed before the date of first sailing.

The tender must confirm the Skipper's availability for such meetings.

Please be advised that Seafish reserves the right to retract this opportunity or fund any

project/award any contract at any point throughout the process.

APPENDIX 3: Pricing Schedule for Tender Response

| Good or Services Required | Qty | Cost | VAT | Total cost |
|--|------|------|-----|------------|
| Cost for price requirement 1 – Total cost of 19 survey days | 19 | £ | £ | £ |
| Cost for price requirement 2 – Survey days inc. gear wear | each | £ | £ | £ |
| Cost for price requirement 2 – Steaming days | each | £ | £ | £ |

We understand and accept that **Seafish' Standard Terms and Conditions for Services** apply to this project and any subsequent work.

| | |
|---|-------------------------------------|
| Signed: | For: (Company Name) |
| Name: (Block Capitals) | Date: |
| Name of contact to call in the event of a query (if different from above): | Direct telephone number of contact: |

APPENDIX 4: Project Steering Board (as at 17th March 2019)

| | |
|--------------------|---|
| Peter Merrick | AM Seafoods Ltd |
| Andy Lawler | Cefas |
| Ewen Bell | Cefas |
| Sally Songer | Cefas |
| Lucy Shuff | Cefas |
| Sally Songer | Cefas |
| Iain Spear | Coombe fisheries Ltd |
| Hunter, Helen | Defra |
| Nathan Derozarieux | Falfish Ltd |
| John Denbow | JFD Trawlers Ltd |
| John MacAlister | John McAllister Ltd/SWFPA Ltd |
| Andrew Brown | MacDuff Shellfish Ltd |
| Juliette Hatchman | MacDuff Shellfish Ltd |
| Simon Dixon | Marine Management Organisation |
| Richard Hards | North Sea Fishermen's Organisation Ltd |
| Femke de Boer | Scottish White Fish Producers Association Ltd |
| Gary Buchan | Scottish White Fish Producers Association Ltd |
| Keith Scholfield | SeaFalke |
| Hazel Curtis | Seafish |
| David Leiper | Seafood Ecosse Ltd |
| James Stevens | Seafood Ecosse Ltd |
| Bill Brock | South West FPO, Under 15m vessels |
| Jim Portus | South Western Fish Producer Organisation Ltd |
| John King | West Coast Sea Products Ltd |
| Stuart King | West Coast Sea Products Ltd |
| George Jack | Whitelink Seafoods Ltd |