**Tearfund** is a Relief & Development charity that operates as an International Non-Governmental Organisation (INGO). Our vision is to see millions of people released from poverty, many of whom live in places affected by environmental degradation and climate change. Tearfund is a global organisation working in 50 countries. We recognise the importance of comparing climate change, working in ways that are both environmentally and economically sustainable and reducing our carbon footprint.

As an international relief and development organisation, Tearfund staff travel frequently. It is clear that the majority of Tearfund's emissions come from flights and we are actively working on ways to reduce our carbon footprint to become carbon neutral. As part of our carbon management strategy, we will offset emissions we cannot reduce.

Tearfund would like to partner with an offset provider that has a focus and commitment to quality in carbon offsetting, not only to ensure environmental integrity, but also to help communities develop in a sustainable way. Offsetting projects should provide wider community benefits and align with the [UN’s Sustainable Development Goals](https://sdgs.un.org/goals). Transparency is also important as is the need to ensure that genuine emission reductions are being made and that the carbon being claimed is real and quantifiable.

The covid-19 pandemic has caused a significant drop in emissions this year and it is unknown how this will impact the years ahead. Pending normal operations and based on the amount of carbon previously offset, we would envisage the annual offsetting amount would fall between 2,000 - 3,000 t/CO2 per annum for the next few years, decreasing in subsequent years as we reduce our carbon footprint. These figures may fluctuate depending on Tearfund's activities and the impact the pandemic could continue to have on travel.

For more information on the work of Tearfund, please visit our website at [**www.tearfund.org**](http://www.tearfund.org) or contact us directly.

**Tearfund is seeking to enter into agreement with a carbon offset provider for a period of 4 years in order to mitigate its carbon footprint. Tearfund cannot guarantee any quantity of carbon or minimum spend that might take place during the course of the contract.**

For bid submission and any questions please contact us using the information below.

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| **Tearfund is seeking one or more providers for carbon offsetting.** | **Tender Information** |
| **Date of tender launch:** | **Wednesday 9th December 2020** |
| **Deadline for submission of tender:** | **Monday 18th January 2020 at noon (UK time)**  |
| **Tender Reference Number:** | **TF-UK-2020-09** |

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| **Duration of the agreement (not including extension)** | **4 years**  |
| **Extension period (if applicable)**  | **1 year** |
| **Contact person:** | **Tom Bayley, Logistics Business Partner**  |
| **Contact telephone number:** | **020 3906 3580** |
| **Contact email address (for questions and your submission):** | **global.purchasing****@tearfund.org** |

**Instructions to Suppliers**

 If you are interested in competing for this tender, please do the following:

1. Read through all information provided in this document and the contract document first.
2. Ensure that you are able to comply with all requirements prior to starting work on your bid, paying particular attention to the pass/fail criteria.
3. Submit all documents requested as part of your bid.
4. Your pricing submission should be in the currency of GBP and should be exclusive of Value Added Tax (VAT) or other locally applicable taxes.
5. Your whole bid must be completed in the English language.
6. Your bid should be emailed to global.purchasing@tearfund.org with “**Tender Submission for TF-UK-2020-09**” as the subject of the email.
7. Any queries about this tender should be submitted by email to global.purchasing@tearfund.org. Queries will be accepted and answered up to 3 days prior to the tender submission deadline.

1. Tearfund is not bound to accept the lowest offer, or any offer.
2. Tearfund is in no way responsible for any costs associated with preparing any supplier’s bid.
3. Tearfund intends to select the bidder(s) who provides the most economically advantageous solution for the organisation. There are two parts in the assessment of this tender:

 Part 1: Pass/Fail questions

Part 2: Scored quality criteria questions and price

1. Any bidder must pass the “pass/fail” questions (Part 1) in order to be shortlisted and assessed on the scored part of the tender (Part 2). Tearfund reserves the right to fail a bid if the supplier has not passed one or more of the “pass/fail” questions.
2. Suppliers will be excluded from participation on a procurement if:
	1. they are bankrupt of being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from similar procedure provided for in national legislation or regulations
	2. they have been convicted or an offence concerning their professional conduct by a judgment which has the force of res judicata.
	3. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
	4. they have not fulfilled obligations relating to the payment of social security contributions of the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
	5. they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any illegal activity detrimental to the Communities financial interests.
	6. following another procurement procedure or grant award procedure financed by the donor(s) funding this contract, they have been declared to be in serious breach for failure to comply with their contractual obligations.
3. A contract shall not be awarded to any Supplier, who during the procurement procedure for this contract:
	1. are subject to a conflict of interest.
	2. are guilty of a misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information.
	3. find themselves in one of the situations of exclusion for this procurement procedure as listed above.
4. Prior to award of contract, the winning bidder may be required to provide company and key personnel information to enable anti-terrorism checks to be conducted by Tearfund. Information requested may include any different trading names of the company as well as names, dates of birth and passport/identification numbers for key personnel such as the chief executive, finance director, trustees, majority owner and key staff working on the contract. The winning bidder must pass these anti-terrorism checks before the contract will be awarded.
5. After approval from Tearfund, donors have the right to access all procurement documentation held by both Tearfund and the Supplier to verify that the correct procedures have been followed.

**Specification**

This contract is a framework agreement and therefore although an estimate of between 2,000 - 3,000t/CO2 per annum has been stated for this agreement, this amount is not guaranteed.

It should be noted that although Tearfund staff travel frequently and flights contribute to the majority of Tearfund's emissions, the amount of carbon offset per annum may fluctuate. These fluctuations may occur due to issues such as economic factors, covid, travel restrictions and any other unforeseen event which may have an impact on Tearfund’s activities.

The Supplier must have a minimum of 3 years experience in providing Carbon Offsetting services to organisations.

The selected offset provider should have a range of projects in their portfolio covering different project types (for example tree planting, cookstoves, water filters, renewable energy etc) and locations.

Overall, projects should provide biodiversity protection and support environmental benefits along with broader sustainability initiatives and goals that benefit the local community.

Projects should also be able to meet the offsetting requirement of additionality (i.e. above business as usual).

Projects must meet all legal requirements of the government where the project is located.

The methodology and certification scheme used for projects must be of a high standard, from project design through to implementation and verification.

It is essential that the carbon being claimed through each project is real and quantifiable and there is no double counting of carbon credits.

The provider must give Tearfund one designated account manager who will be available by phone and email from Monday to Friday during work hours. Where the account manager is absent, a suitable substitute must be provided

An annual report on the projects which Tearfund has invested in should be provided involving a clear breakdown of the specific data relating to Tearfund.

**Tender Response**

Please fill in this whole section below:

Part 1: Pass/Fail Criteria

|  |  |
| --- | --- |
| Company name  |  |
| Company registration number |  |
| Chief executive name |  |
| Office address  |  |
| Contact name |  |
| Telephone number  |  |
| Email address  |  |

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|  Please confirm where your company is registered. Please provide your company registration documents.  |

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| Do you source any commodities from countries on the USAID prohibited sanctions/terrorist list?  |
| (enter answer here) |

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| Please provide the names and contact details of 3 major customers who can provide a reference for you, (these references should be from customers from whom you have supplied similar services as those requested in this tender).  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Company name | Contact name | Phone number | Email address |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

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| Please provide copies of your company’s three most recent annual financial reports  |

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| Does your company have bank accounts in other countries apart from the UK?  |
| YES / NO Please circle yes or no. If yes, please specify which other countries you have bank accounts.   |

Part 2 a): Quality - Scored Questions

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| i) EXPERIENCE OF ORGANISATION: Please provide details of your experience of similar engagements that you have completed for other organisations. This should include the amount offset and length of engagements as well as details of what was involved and the benefits. A maximum of 3 engagements should be listed. (Maximum 300 words) |
| (enter answer here) |

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| ii) EXPERIENCE OF TEAM: Please provide details of the structure of your team and qualifications/experience of key staff. (Maximum 300 words) |
| (enter answer here) |

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| iii) PORTFOLIO: Please provide information on your current offset portfolio, including project types (for example, tree planting, cookstoves, water filters, renewable energy etc), scales and location of projects funded. Information on the environmental benefits of projects funded along with wider community involvement and benefits should also be included. (Maximum 500 words) |
| (enter answer here) |

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| iv) METHODOLOGY & CERTIFICATION: Please outline your methodology in terms of calculating carbon emissions that have been offset and the certification scheme used for your projects. (Maximum 750 words) |
| (enter answer here) |

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| v) QUALITY ASSURANCE: Please provide details of your quality assurance protocols, including how projects are selected, monitored and verified to ensure the carbon being claimed is real and quantifiable and there is no double counting of carbon credits. Also, please confirm what checks and balances you use to select and monitor partners. (Maximum 750 words) |
| (enter answer here) |

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| vi) SUSTAINABLE DEVELOPMENT GOALS: Please outline the sustainable development goals that apply to your work and provide examples. (Maximum 500 words) |
| (enter answer here) |

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| vii) RISKS: Please outline any risks associated with the types of projects you are involved with and how you mitigate against these risks. (Maximum 500 words) |
| (enter answer here) |

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| viii) REPORT: Please provide an example of what would be included in the report that you would provide to Tearfund.  |

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| ix) ENVIRONMENTAL POLICY: Please provide a copy of your environmental policy or measures you have in place as an organisation.  |
| (enter answer here if you do not have an environmental policy but just have environmental measures in place) |

Part 2 b): Pricing

Bidders should include a pricing schedule similar to the example below in their response, which includes:

* the price per tonne (if this varies across projects, please include all prices and the project to which they relate)
* any additional costs or administrative fees

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| --- | --- | --- |
| Project  | Price per tonne of CO2 (excl. VAT)  | Brief details of Project |
|  |  |  |
|  |  |  |
| Additional costs (if applicable) |

Prices must be valid for a minimum of 90 days from the date of submission.

**Supplier Declaration**

Please tick the appropriate boxes and complete the necessary sections below as part of your declaration:

|  |  |
| --- | --- |
| COMPANY NAME: |  |
| YES | NO |  |
|  |  | I certify that **I am officially authorized** to represent the company named above. |
|  |  | I have enclosed a copy of our Company’s legal **registration document**. |
|  |  | I have enclosed the **company’s three most recent annual financial reports** |
|  |  | I have completed all required parts of the **Tender Response section** in this document including **pricing** as well as attaching an **example of reporting** and a **copy of the company’s environmental policy** (if the company has a policy). |
|  |  | I have read and understood all the requirements of **Tearfund’s tender**. |
|  |  | I agree to abide by all **Tearfund’s Terms & Conditions and Specification** as well as all other terms set out in this tender document and the contract document.  |

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| **Name** | **Signature** | **Date** |