

DG/AN

11th August 2000

Dear

Study of the Agriculture and Fisheries Industry in Jersey

Further to my letter of 28 July I am writing to confirm our invitation for your organisation/consortium to send us your proposals for this study, in the form of a tender.

We received 24 expressions of interest and are inviting 6 organisations/consortia to submit tenders:

- Brown & Co. in association with MacAlister Elliott and Partners Limited.
- Entec UK Limited in association with DTZ Pieda Consulting Limited.
- Food Technology Centre, University of Plymouth.
- Oxford Policy Management in association with ADAS Consulting Limited and CEMARE.
- Ramboll (UK).
- SAC in association with Industry Strategy Consulting.

It is our request that these organisations do not form further associations/consortia in connection with this tender.

We will appreciate confirmation or otherwise, by 21st August that you intend to send us a tender. Please reply to Anne Nicholson at the above address. Telephone: 01534 866200; fax: 01534 866201. Email: agfishsj@super.net.uk.

Practical arrangements for the Study

The Department of Agriculture and Fisheries will facilitate the Study by providing information and practical assistance, including arranging appointments. It will provide office space for the consultants, but very limited clerical or typing support. Access will be provided to the Department's computer facilities but the consultants may prefer to use their own computers. Some assistance will be provided concerning transport, but the consultants should consider car hire which is easily arranged in the island.

Tenders

The last date for receipt of tenders is Friday September 8th. Tenders received after this date will be returned unopened. Please send us, by post or courier, 6 copies of your tender (i.e. original plus 5 copies). They should be addressed to Anne Nicholson at the above address. We recommend that you check by phone that we have received your tender.

Your tender must be in two sections, each in a separate sealed envelope. One envelope must be labelled 'Technical Proposal' and must also indicate the name of your organisation/consortium and of the Study. The second envelope must be labelled 'Financial Proposal' and it must also indicate the name of your organisation/consortium and of the Study.

It is also essential to provide with your tender a letter, signed by an authorised representative of the Tenderer, giving exact details of the Tenderer's contact person, address, phone and fax numbers, and email address, and confirming the Tenderer's intention to provide the services in accordance with the tender submitted.

Technical proposals

It is essential to include at least the following:

- 1 an interpretation of the terms of reference to demonstrate your understanding of the study's key issues.
- 2 the approach you propose to take in the Study, including a schedule of activities to achieve the result envisaged and of the inputs you propose to make including staff time. The total amount of time proposed for each individual in your team must be clearly stated.
- 3 the timetable you propose for the Study, including submission of reports.

Our intention is to hold interviews, in London, on Thursday 21st and Friday 22nd September but **these dates and the venue will be confirmed later**. If it proves necessary for us to change the dates we will let you know as soon as possible. We will also confirm whether or not we wish to interview any organisation that has sent us a tender. This will be done by Friday 15th September. We will not necessarily interview every organisation that sends a tender. It will be important for organisations invited to interview to present at the interview the team that they intend will undertake the Study.

Costs

The costs of preparing and submitting tenders, of any preliminary visits to Jersey, and of attending for interview will be borne by the Tenderers. Subsequent costs of travelling and accommodation arising from contract negotiation will in principle be reimbursed by the States of Jersey but will need to be agreed in advance.

Additional information

If you find that you need additional information in order to prepare your tender, please contact Anne Nicholson in the first instance. We do not guarantee to provide all the information you may ask for but we will try to be helpful. If you decide that you need to visit the Island in order to prepare your tender the Department will facilitate your visit as far as it can.

Yours sincerely,

D.O.Griffis
Chief Executive