



Request for Quotation

Provision of :	Provision of Power BI Dashboard Development, Hosting and Support Services for Chemistry and Ecology Assessment Dashboards
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1 About the Contracting Authority

1.1 The Environmental Protection Agency

The Environmental Protection Agency (EPA) is at the front line of environmental protection and policing. We ensure that Ireland's environment is protected, and we monitor changes in environmental trends to detect early warning signs of neglect or deterioration.

Protecting our environment is a huge responsibility, and we work with a number of organisations that carry out specific environmental functions. As of August 2014, we are also responsible for ensuring that the people of Ireland are protected from the harmful effects of radiation.

This commitment is reflected in our own activities through an Environmental Management System (EMS), certified to ISO 14001 since 2010, which supports good environmental management in our everyday operations.

The EPA is an independent public body established under the Environmental Protection Agency Act, 1992. The other main instruments from which we derive our mandate are the Waste Management Act, 1996, and the Protection of the Environment Act, 2003 and Radiological Protection (Miscellaneous Provisions) Act 2014.

We have a wide range of functions to protect the environment, and our primary responsibilities include:

- Environmental licensing
- Enforcement of environmental law
- Environmental planning, education and guidance
- Monitoring, analysing and reporting on the environment
- Regulating Ireland's greenhouse gas emissions
- Environmental research development
- Strategic environmental assessment
- Waste management
- Radiological protection

Further information is available at our corporate website www.epa.ie.

1.2 Management and Structure

The organisation is managed by a full-time Board, consisting of a Director General and five Directors. The work of the EPA is carried out across five operational units (Offices), each reporting to a Director:

- Office of Communications and Corporate Services (OCCS)
- Office of Environmental Sustainability (OES)
- Office of Evidence and Assessment (OEA)
- Office of Environmental Enforcement (OEE)
- Office of Radiation Protection and Environmental Monitoring (ORM)

There is also an Office of the Director General (ODG) which is a small unit supporting the Director General.

The EPA is assisted by an Advisory Committee who meet several times a year to discuss issues of concern and offer advice to the Board. The EPA Board is also advised by several other key external committees and groups.

The EPA is a multi-disciplinary and multi-functional organisation currently employing approximately 550 staff who perform both administrative and technical field based functions. An organisational structure is available on the EPA website. The EPA managed work locations, spread regionally over eight locations, outlined below include both office & laboratory environments. Off-site operations include inspection and/or monitoring of a broad range of sites and facilities, for example, water bodies, landfill sites, industrial sites, medical facilities, drinking water and wastewater facilities, waste treatment plants, intensive agriculture, and off shore activities. Laboratory and sampling activities include chemical, biological and radiological.

1.3 Geographical Distribution

EPA staff are based in Headquarters in Wexford and a number of Regional Offices located as follows:

- EPA Headquarters: Johnstown Castle Estate, Co. Wexford
- Regional Inspectorate Dublin: McCumiskey House, Richview, Clonskeagh Road, Dublin 14 & Clonskeagh Square, Dublin 14.
- Regional Inspectorate Cork: Inniscarra, Co. Cork
- Regional Inspectorate Castlebar: John Moore Road, Castlebar, Co. Mayo
- Regional Inspectorate Monaghan: The Glen, Monaghan
- Regional Inspectorate Kilkenny, Seville Lodge, Callan Road, Kilkenny

The EPA also has a small sub-office Athlone.

1.4 Small and Medium Enterprise Participation

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

2 Scope of Requirement

2.1 Specification of Requirement

Background and Context

The River Basin Management Plan (RBMP) 2022–2027 sets out Ireland’s national strategy for protecting and improving water quality. Catchment characterisation plays a critical role in identifying water bodies at risk of failing to meet the environmental objectives of the Water Framework Directive and in determining the pressures contributing to that risk.

Overview

The EPA undertakes catchment characterisation and local catchment assessments to identify water bodies that are at risk of not achieving their environmental objectives under the Water Framework Directive and to support the targeting of appropriate measures.

To improve access to and use of assessment data, the EPA requires the development of interactive Chemistry, Ecology and Local Assessment PowerBI dashboards. The dashboards will bring together water quality and assessment data into a single visualisation platform, providing users with improved access to information for analysis, reporting and decision-making, and supporting the operational delivery of the catchment characterisation process.

Therefore, the purpose of this project is to provide users with a single, interactive platform for accessing, analysing and visualising chemistry, ecology and local assessment data to support assessment, reporting and decision-making.

Outcomes

The project will deliver a Characterisation Dashboard comprising three interactive pages:

- 1 **Ecological Data** – visualisation of ecological assessment results and supporting indicators.
- 2 **Chemistry Data** – visualisation of chemical monitoring data, trends and status assessments.
- 3 **Local Assessment Data** – presentation of locally derived assessment information and supporting evidence.

Together, these dashboards will provide a single platform for exploring and understanding key water quality assessment data.

Technical Requirement Overview

A Microsoft PowerBI dashboard that allows data to be publicly used and displayed in a user-friendly, strategic way. The contracting company will be required to host both the data, provided by EPA in excel format, and the dashboard. Data can be provided by EPA. The dashboard/app will need to be publicly accessible without a license, and the contracting company will advise on how this will be done. The dashboard/app will need to be embedded within an EPA webpage. Examples of this are:

Public available:

<https://app.powerbi.com/view?r=eyJrljoiMGFhNDUyNmUtODVlYi00ZmFkLWI5MDAtMDIyZDUyMDUyNDhjliwidCI6IjA2YTk0YWwNkLWRiZGMtNGU0My1hZGY4LTE0Nzg2MGM3ZmRhMyIsImMiOiI9>

Webpage embedded: [Renewable electricity county dashboard](#) | [Renewable Energy](#) | [SEAI](#) or [Energy Data](#) | [SEAI Statistics](#) | [SEAI](#)

Technical Requirements

Contractor resources are being sought to support the development and operationalisation of the data visualisation project using PowerBI for a chemistry, ecology, and local assessment dashboard, delivered under the high-level Work Packages outlined below.

- I. **Interactive Dashboards:** The contracted company will deliver customised PowerBI dashboards that integrate data from multiple sources, collated by EPA. Detailed dashboard requirements are provided in Appendix 1.

- II. **Data Integration and Transformation:** The project will involve data loading processes, using EPA provided data. The system should be developed so that future real-time data, from live EPA systems, can be incorporated in the dashboards. Guidance on how this data should be incorporated will form part of the project deliverables. Further, the company will deliver the ability for users to export/extract data from relevant dashboards. Example dataset provided Appendix 3
- III. **Geospatial Visualisation:** Water quality trends are location specific. Using built-in Map and ArcGIS widgets in PowerBI, the company will examine the integration of geospatial mapping into the dashboards - Enables users to view spatial data overlays or query data for different catchments/waterbodies/other relevant datasets. EPA can provide access to spatial data through their internal ArcGIS Online account.
- IV. **Data Visualisation Training and Documentation:** The company will provide training sessions for EPA relevant owners/users on how to navigate and utilise the dashboards effectively. They will also deliver user manuals (for public users) and technical documentation that detail the data sources and how to update them, dashboard functionality, and how to interpret the visualised data.
- V. **Ongoing Support and Maintenance:** The contracted company will deliver post-deployment support, including troubleshooting, data updates and refreshes, and system maintenance to ensure the dashboards remain accurate and functional throughout the life of the contract. The company will document logic and updates to the product.
- VI. **Dashboard hosting:** As arrangements for EPA-hosted public dashboards are still being developed, the appointed contractor will be required to host the dashboard during the initial delivery and support period.
- VII. **System Migration to In-House Solution:** The contracted company will facilitate a migration of the PowerBI system to an in-house EPA solution. This will include the transfer of all relevant data, reports, and dashboard configurations to the internal infrastructure of the EPA. The company will provide comprehensive knowledge transfer and documentation to ensure that EPA teams are capable of independently maintaining, updating, and scaling the system. This may involve setting up internal PowerBI environments, working with EPA ICT, following a submission of a BNF, to configure data pipelines, and ensuring the ongoing integration of new data sources, all while maintaining the security, performance, and functionality of the solution.

Minimum Competency Requirements

The tenderer must have:

- Proven experience in developing public-facing PowerBI dashboards.
- Familiarity with public sector data governance and accessibility standards.
- Capacity to provide training and documentation for both technical and non-technical users.
- Experience integrating geospatial data using ArcGIS in PowerBI. **(desirable competency)**

Indicative Timeline

- The EPA's objective is to have the dashboard solution operational as soon as practicable following contract award. Tenderers shall provide a proposed project plan and timeline, including key milestones for design, development, testing, deployment and training.
- As part of their submission, tenderers should demonstrate their capacity to deliver the solution within the shortest achievable timeframe while maintaining quality and meeting all requirements.
- The successful tenderer shall provide hosting, maintenance and support services following deployment of the solution. Tenderers shall provide annual costs for these services and a separate cost for migration to an EPA-hosted solution, including knowledge transfer and transition support.

EPA ICT considerations

Data Integration and Transformation: The contracted company must ensure that the data provided is stored in a secure cloud accessible location.

Dashboard Design: The solution shall provide a clear, intuitive and responsive user experience, comply with EPA brand guidelines, and meet all applicable accessibility requirements, including the European Accessibility Act and WCAG 2.2 Level AA. The solution shall be designed to support expected user demand and future scalability, with performance testing results and scalability documentation provided as part of the project deliverables.

Data Connectivity, Security and Access: The contacted company must ensure that a secure cloud based excel is used and comply with recommended EPA Cloud Principles [supplied in Appendix 2]. The contracting company must ensure that the data is read-only and cannot be changed either at dataset or subset level (e.g. row level security). No GDPR policies apply.

Hosting and Security Requirements: The successful tenderer shall host and maintain the solution for the duration of the contract. The proposed hosting environment must comply with the EPA Cloud Principles (Appendix 2), including requirements relating to data residency, security, data ownership, business continuity, data export and service transition. EPA data and outputs shall remain the property of the EPA. Hosting shall be provided within the EU or EEA.

Licensing & Sharing and Deployment: The contracted company need to specify what license is required (e.g. Premium) with consideration that the dashboard/app will be published to the web and publicly available without sign-in.

Testing: The contracted company will run performance, accessibility and penetration tests and provide documents and reports on all as part of the delivery.

Ongoing Support and Maintenance: The contracted company will deliver post-deployment support, including troubleshooting, data updates and refreshes, minor dashboard amendments and system maintenance to ensure the dashboard/app remain accurate and functional throughout the life of the contract. The contracted company will document logic and updates to the product and provide all such documentation as part of the delivery. The contracted company will also track usage and performance of the product, including peak usage numbers which can inform future scalability options, and provide all such documentation as part of the delivery.

Legal & Compliance: The contracted company will ensure that delivery complies with EPA Cloud Principles [supplied in Appendix 2].

Migration to In-House Solution: The contracted company will facilitate a migration of the system to an in-house solution if/when required. The delivery will include the transfer of all relevant data, reports, and dashboard configurations to the internal infrastructure of the EPA. The contracted company will provide comprehensive knowledge transfer and documentation to ensure that EPA teams are capable of independently maintaining, updating, and scaling the system. The contracted company will supply EPA with a detailed functional and technical specification that shows the architecture, data sources and user roles.

Budget

The maximum available budget for this project is up to €50,000 (including VAT). Tenderers are requested to submit their most competitive proposal within this budget.

2.2 Delivery Locations

Service delivery is expected to be undertaken remotely via online meetings, preferably using Microsoft Teams, with all deliverables provided electronically.

2.3 Pricing

Tenderers shall provide a fixed price for the completion of the entire project, inclusive of all costs associated with delivery of the services specified.

Full costs limited to €40,650(excluding VAT)

2.4 Review of Performance

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance, quality of service and turnaround time will be the main criteria for measuring performance.

2.4.1 Account Management

Economic operators submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

2.4.2 Invoicing

Invoices shall be submitted by the successful economic operator on a monthly basis for all costs incurred in the preceding month, or as otherwise agreed by the parties. All official invoices must quote a Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the service provider.

2.5 Award to Runner-Up

If for any reason, it is not possible to award the contract to the successful economic operator emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers

that the successful economic operator has not met its obligations, the Contracting Authority reserves the right to award the contract to the next highest scoring economic operator on the basis of the terms advertised, at any time during the quotation validity period of 6 months.

3 Evaluation Criteria

3.1 Suitability

The Contracting Authority will only consider quotations from competent and financially sound and compliant economic operators. To this end, you are required to confirm the following by completing the self-declaration contained in the separate Quotation Response Document (QRD).

- (a) General economic operator information.
- (b) Confirmation of tax compliance.
- (c) Confirmation that the economic operator is appropriately insured.
- (d) Confirmation via declaration that the economic operator is not bankrupt, guilty of corruption, fraud, money laundering, membership of a criminal organisation, not involved in child labour and/or human trafficking and is fully compliant with all its statutory obligations.

3.1.1 General Declarations and Financial Capacity Requirements

Tenderers are required to provide information on the following in the Quotation Response Document. The criteria and rules outlined below are assessed on a pass/fail basis. Failure to comply with the requirements will result in the tender being considered inadmissible.

General Information	
Provide contact and general information on the tendering organisation - company name, address and contact details for individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.	
Declaration	
Complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by Regulation SI 284 of May 2016 and as contained in the Quotation Response Document.	
Complete the Declaration regarding compliance with relevant statutory obligations as contained in the Quotation Response Document. Where tenderers are established and operating outside of the jurisdiction of supply, compliance with equivalent legislation as applicable in the country of establishment / operation is required.	
Financial and Economic Standing	
Tax	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant. Please refer to the tax rules contained in the Tender Response Document.
Turnover and Financial Standing	(a) Confirmation that the tendering party turnover exceeded €100,000 during one/each of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months. (b) Confirmation of financial standing ensuring the tendering party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

	Evidence of both statements will be required prior to the award of any contract.
Insurance	Confirmation of the following insurances being in place:
Insurance Type	Required Level
Employer's Liability	€13 million
Public Liability	€6.5 million
Product Liability	€6.5 million
Professional Indemnity	€500,000
Cyber Insurance	€2 million

3.2 Award Criteria

The contract will be awarded based on a quality and cost evaluation as assessed by the Contracting Authority, who is not obliged to accept the lowest or indeed any quotation. The following criteria will be applied:

Criterion A	Weighting	Maximum Marks	Minimum Marks
	30%	3000	n/a
Title	Costs		
Description	Tenderers shall provide a fixed price for delivery of all requirements and deliverables set out in the specification. Tenderers are requested to provide a cost estimate broken into the following categories: Total days and daily rate for delivery of the full scope of work, including project meetings, dashboard development, configuration, data integration, geospatial functionality, testing, training and documentation. Hosting costs (Annual cost). Annual Licensing requirements and costs, including details of any Power BI or third-party licences required to support a publicly accessible solution. Ongoing support and maintenance based on an allocation of 10 days Migration to an EPA-hosted solution, including support during transition Tenderers shall also indicate: - The total number of days proposed to complete the project and all deliverables. - Any assumptions underpinning the proposed cost. For the purposes of this RFQ, 1 day = 8 hours. The total cost proposed must incorporate all expenses (including but not limited to administrative services, travel, materials, I.T. and/or telephone expenses and all other ancillary costs/expenses).		

Criterion B	Weighting	Maximum Marks	Minimum Marks 60%
	35%	3500	2100
Title	Understanding of Requirements & Proposed Solution		
Description	Assessment of the tenderer's understanding of the requirements and the quality, suitability and practicality of the proposed solution, including dashboard design, hosting arrangements, implementation methodology, support, documentation, training and knowledge transfer. Tenderers should outline their understanding of the requirements and describe their proposed approach to delivering the solution. Responses should include: • An overview of the proposed solution and how it meets the requirements set out in this RFQ, including dashboard development, data integration, geospatial functionality, testing, training and documentation. • The proposed hosting arrangements, including security, accessibility, performance and scalability considerations. • The proposed arrangements for ongoing support, maintenance and migration to an EPA-hosted solution, including knowledge transfer and handover. • A project plan outlining key activities, milestones, resource commitments and estimated delivery timelines. Tenderers must complete and return the EPA Cloud Principles document (Appendix 2) as part of Criterion B.		
Criterion C	Weighting	Maximum Marks	Minimum Marks 60%
	25%	2500	1500
Title	Relevant Experience & Technical Capability		
Description	Assessment of the tenderer's experience in delivering comparable Power BI, data visualisation or environmental data projects, together with the qualifications, expertise and capacity of the proposed project team. Tenderers should demonstrate their experience, expertise and capacity to successfully deliver the requirements of this RFQ. Responses should include: • Details of up to two relevant projects completed within the last five years involving Power BI dashboard development, data visualisation, environmental data, geospatial data or similar analytical solutions. • Details of the proposed project team, including the roles, qualifications, experience and responsibilities of personnel who will be assigned to the project.		

Criterion D	Weighting	Maximum Marks	Minimum Marks 60%
	10%	1000	600
Sustainability	Efforts to Reduce Environmental Impacts		
Description	Ireland has committed to implementing green public procurement (GPP) in all tenders using public funds. The EPA supports this commitment by ensuring that the application of sustainable initiatives remains at the forefront of all procurement processes. Please demonstrate, in your response, how you will champion sustainability in delivery of the services outlined in Section 2.1. Responses should outline measures to minimise environmental impacts associated with delivery of the project, including remote delivery methods, efficient use of hosting and cloud resources, reduction of unnecessary data processing and storage, and any relevant environmental management practices.		

4 Format of Response

Service Providers are required to complete the separate **Quotation Response Document** which contains:

- (a) General economic operator Information
- (b) Information regarding compliance with the Suitability Criteria – tax, insurances and declarations
- (c) The Quotation Form and where relevant response to the Qualitative Award Criteria

Please ensure you read the Instructions to Economic operators Quoting as detailed in Section 5.

5 Instructions for Economic Operators Quoting

5.1 Closing Date

The closing date for receipt of quotations is listed on the title page of this document. Quotations that are received late will not be considered in this competition.

5.2 Submission of Quotations

Quotations must be submitted to tenders@epa.ie. Submissions must also be made as “Quotation” and include the Title of the Quotation.

5.3 Queries

All queries regarding this quotation must be submitted to catchments@epa.ie. Queries must also be made as “**Query for Quotations**” and with the name of the Provision of Service as indicated on the title page.

Queries should be raised as soon as possible and, in any case, at least 3 days before the closing date.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

5.4 Currency and Payments

The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful economic operator. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

The standard method of payment used is Electronic Funds Transfer.

5.5 Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Economic operators are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

5.6 Conflict of Interest

Any conflict of interest involving an economic operator (or economic operators in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the economic operator and The Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the quotation submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the economic operator, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms ‘registrable interest’ and ‘relative’ shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an economic operator or invalidate an award of contract, depending on when the conflict of interest comes to light.

5.7 Freedom of Information Acts

Economic operators should be aware that, under the Freedom of Information Act 2014 and the European Communities (Access to Information on the Environment) Regulations 2007 to 2014, information provided by them during this Competition may be liable to be disclosed.

Economic operators are asked to consider if any of the information supplied by them in their Quotation should not be disclosed because of its confidentiality or commercial sensitivity. If economic operators consider that certain information is not to be disclosed because of its confidentiality or

commercial sensitivity, economic operators must, when providing such information, clearly identify the specific sections of their quotation containing such information and specify the reasons for its confidentiality or commercial sensitivity. For the avoidance of doubt economic operators may not assert confidentiality or commercial sensitivity over the entire quotation but must clearly identify the specific section containing such information. If economic operators do not identify information as confidential or commercially sensitive, it is liable to be released in response to a request under the above legislation without further notice to or consultation with the economic operator. The Contracting Authority will, where possible, consult with economic operators about confidential or commercially sensitive information so identified before making its decision on a request received. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released (irrespective of notification) or in respect of any consequential damage suffered as a result of such obligations.

5.8 Data Protection

Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this Request for Quotation.

The Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the “Declarations” section of the accompanying Quotation Response Document (QRD) that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

5.9 Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the successful economic operator(s) comply with all EU and national tax laws. Economic operators are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident economic operators should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; email: nonrestaxclearance@revenue.ie

5.10 Withholding Tax

Relevant payments shall be subject to Irish ‘Professional Services Withholding Tax’ at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland,

International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353 (0) 67 63400).

5.11 Interference and Inducement to Purchase

Any effort by the economic operator to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. In accordance with the Criminal Justice Act 2018 (Ireland), any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

5.12 Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications.

5.13 Award to Runner-Up

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful party has not met its obligations, the Contracting Authority reserves the right during the quotation validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of the Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

5.14 Replacement Personnel

Notification must be sent in writing (by post or electronic means) as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

5.15 Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this quotation. The service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful economic operator).

5.16 Responsibility of Successful Party

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

5.17 Restrictive measures in the context of Russian actions in the Ukraine

In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576, aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the EPA is seeking a declaration from economic operators as part of the bid response process.