



## Government of South Georgia & the South Sandwich Islands

Office of the Commissioner  
Government House  
Stanley  
Falkland Islands

### **INVITATION TO TENDER FOR PROVISION OF A TRIAL BIOSECURITY DETECTOR DOG PROGRAMME**

The Government of South Georgia & the South Sandwich Islands (GSGSSI) is pleased to invite tenders from individuals or organisations to establish a trial of a biosecurity detector dog programme, based in the Falkland Islands, with a focus on rodent detection.

As part of the trial, we envisage the following services would be required:

- Establishment of search protocols for dog(s) and handler(s) appropriate to the local conditions and duties undertaken
- Demonstration of appropriate training standards and risk assessment process to support deployment of dogs
- Inspection of approximately 30 medium sized vessels and 5 yachts over a 3 month period from February to April 2018
- Recommendations for potential certification process for any future expansion of detector dog programme

The UK Overseas Territory of South Georgia is rodent free following a £7m eradication programme. In order to enhance 'upstream' biosecurity GSGSSI is proposing to trial a detector dog programme. We envisage that the dog and handler team would be based in the Falkland Islands with searches of vessels and cargo taking place prior to transit to South Georgia. Initially, we would look to establish a trial of the service to assess its practicalities with scope for future expansion.

Proposals must be submitted no later than 12noon GMT, **16<sup>th</sup> June 2017**

This Invitation to Tender (ITT) pack sets out the information that is required so that GSGSSI can assess the suitability of applicants in terms of their quality, price and service to meet the requirements for provision of the above services. The ITT is divided into the following sections:

- 1 Profile
- 2 Procurement Process
- 3 Specification
- 4 Declaration
- 5 Draft Heads of Terms

The successful tenderer will be required to deliver services in accordance with all attached documents and the contract.

The information supplied in this ITT and accompanying documents reflects GSGSSI's current view of the project. This information has been prepared in good faith but it does not purport to be comprehensive or to have been independently verified.

Any questions concerning this document or the tendering process should be sent to [env@gov.gs](mailto:env@gov.gs).

If it is necessary to amend the ITT documents prior to the submission of tender proposals, or to extend the tender period, all tenderers will be notified by email.

Sincerely,

*Jennifer Lee*

## **Section 1 - Profile**

To help you in developing your proposal some general information and background about GSGSSI, South Georgia, and the project is set out below.

### ***General***

South Georgia & the South Sandwich Islands (SGSSI) is a UK Overseas Territory situated 1,450 km south-east of the Falkland Islands. The main island of South Georgia is approximately 170 km long and between 2 and 40 km wide and occupies an area of 3,755 km<sup>2</sup>, more than half of which is permanently ice covered. The South Sandwich Islands are a chain of 11 small volcanic islands stretching 550 km south-east of South Georgia.

SGSSI is administered by a team of six based in Stanley, Falkland Islands, and by three Government Officers (on rotation) based at King Edward Point (KEP), South Georgia. GSGSSI is financially self sufficient with annual revenue around £6 million primarily derived from fishing licences, and tourism. Revenue is primarily spent on environmental management, fisheries research and protection and administration. There is no resident population but there are two small research stations, which are occupied by scientists, support staff and Government personnel.

The landscape of South Georgia is mountainous and glaciated. Only the coastal fringes, which are snow free in the summer months, can support vegetation. Nevertheless, SGSSI's environment is of global significance. The Territory is home to major populations of seabirds and marine mammals including threatened species such as the wandering, grey-headed and black-browed albatross. Recent habitat restoration programmes aim to safeguard this biodiversity for future generations.

GSGSSI aspires to world-class environmental management underpinned by the highest standards of governance.

### ***Environmental protection and biosecurity***

In recent years, significant investment has been made in restoration of the South Georgia environment and biosecurity standards. This has included a GSGSSI programme to remove almost 7,000 invasive reindeer, a £7 million project run by the South Georgia Heritage Trust to eradicate rodents and more recently the launch of a non-native plant management programme. Safeguarding this investment and protecting the South Georgia environment through stringent biosecurity controls is of paramount importance.

Non-native species can enter South Georgia through a range of pathways including ships, in cargo, with passengers and within personal baggage. To mitigate this risk GSGSSI works across the biosecurity continuum and has procedures in place pre-border, during transit as well as post border. Full details of current biosecurity procedures and policies are available in the biosecurity handbook 2016-2017 [[here](#)].

Ensuring high quality, pre-border biosecurity is a particular focus for GSGSSI as making sure non-native species, particularly rodents, do not enter the territory is the best protection for native biodiversity. Over 10,000 people visit South Georgia each year. The majority of goods and vessels bound for South Georgia, transit via the Falkland Islands. These include

cruise ships, fishing vessels, reefer/support vessels, Royal Navy, British Antarctic Survey, and the GSGSSI's logistics and fishery patrol vessel. As the Falkland Islands is not rodent free this is an obvious gateway point at which to undertake biosecurity inspections and where we envisage the detector dog trial programme would be based.

### ***Practicalities of operating in the Falkland Islands***

Like South Georgia, the Falkland Islands are a UK Overseas Territory. Its total area is approximately 12,200 km<sup>2</sup> and is comprised of two main islands (East and West Falklands) with some 700 smaller islands. It has a population of approximately 2,500 with the majority of people living in the capital, Stanley. The town is well serviced with schools, a hospital, hotels, numerous shops, bars etc. The main sources of income in the Falkland Islands are from fishing, agriculture and tourism.

Although there are close working relationships between the Territories, the Falkland Islands has its own Government (see [www.falklands.gov.fk](http://www.falklands.gov.fk)). The Commissioner for South Georgia & the South Sandwich Islands is also Governor of the Falkland Islands.

Access to the Falklands is either by twice weekly MoD flights from Brize Norton in the UK or a once weekly flight from South America. Several shipping services are also available. It would be expected that the successful contractor would arrange their own travel to and from the Falklands, suitable accommodation and kennelling facilities.

A summary guide to living and working in the Falkland's is available to download from the GSGSSI website. More information can be provided on request.

Veterinary services and advice on import and quarantine procedures for dogs is available from the Falkland Island Government Department of Agriculture (<http://www.fig.gov.fk/agriculture/>)

### ***Future expansion of the dog programme***

Following a successful trial, we would work with the contractor to identify possibilities to expand the role. This would include potential for work throughout the year inspecting a greater numbers of vessels traveling to South Georgia. Other duties and opportunities for use of the detector dog may include inspection of luggage and cargo entering the Falkland Islands, screening for fresh produce or meat and dairy products or establishing the efficacy of rodent control programmes on offshore islands. Ultimately, it is hoped that inspections would be required year round and would occupy a handler and dog team full time.

## **Section 2 - Procurement Process**

### **Submitting your proposal**

Tenderers should submit their proposals showing how they will meet the project specification (see Section 3).

Tenderers should submit their proposal's overall costs, including a detailed breakdown of:

- Daily rate for handler when working dog (and if any retainer is proposed)
- Daily rate and estimation of time spent developing search protocols, training standards and risk assessments, and recommendations for potential future certification process for dog and handler
- Expected Subsistence & Travel costs
- Other (give details)

When preparing a proposal, applicants may wish to consider including information on the following:

- Their background and experience in running detector dog programmes or equivalent
- A costed plan including time frames for set up, initiation, and delivery. The plan should include consideration of the practicalities of operating in (and potentially travel to and from) the Falkland Islands and accommodation/kennelling whilst there.
- An indication of what training standards will be used or how bespoke ones will be developed and how this will contribute to GSGSSI's aspiration to uphold best practice environmental standards.
- How a future certification programme may operate to support a long-term rodent detection programme.
- Details of availability and likely response times during the vessel inspection period (February to April 2018)

Tenderers must complete and sign the Declaration in Section 4.

Proposals should include the name of the primary contact and two referees who can vouch for the skills and experience of the applicant.

Proposals must be sent by email to env@gov.gs.

Proposals must be submitted no later than 12noon GMT, 16<sup>th</sup> June 2017.

### **Award Criteria**

GSGSSI will assess proposals based on the following weighted criteria:

<b>Award Criteria</b>	<b>Weighting</b>
Conformance to Specification Proposals that do not in the opinion of GSGSSI adequately meet the Specification will not be assessed on price or quality as outlined below and will not be taken forward.	PASS/FAIL
Price	50%
Quality	50%
Total	100%

The price criteria carries a weighting of 50% of the overall achievable score. The applicant must provide an economically sound, innovative and commercially attractive proposal. The

applicant may be asked to provide a rationale of the basis of their price structure so GSGSSI can be satisfied it is viable. A percentage formula will be applied to score price calculated by reference to the lowest priced proposal.

The price must remain open for a minimum of 120 days from the closing date and will be fixed for the duration of the contract unless otherwise agreed. Tenderers must demonstrate how their proposal represents value for money.

The quality criteria carries a weighting of 50% of the overall achievable score. Quality will be assessed on the following criteria:

Previous experience in training and handling dogs (preferably for biosecurity purposes) and developing search protocols	15%
Experience in working to and/or developing training and certification standards for dogs	10%
Track record of working detector dogs well with a range of scenarios	10%
Experience working successfully in the Falkland Islands or similar remote environments	10%
Excellent oral and written communication skills	5%
<b>Total</b>	<b>50%</b>

Each of the above quality criteria will be assessed on a scale of 0-5 and weighted accordingly. Applicants are encouraged to include examples from previous work projects where relevant.

Below is the proposed timetable for this procurement:

<b>Activity</b>	<b>Start date</b>	<b>Finish date</b>
Closing date for submission of proposals		16 <sup>th</sup> June
Assessment of Proposals	w/c 19 <sup>th</sup> June	
Tenderers notified	w/c 3 <sup>rd</sup> July	
Contract signed (expected)		w/c 10 <sup>th</sup> July
Contract start (approx.) NOTE training and certification may begin before this date	1 <sup>st</sup> February 2018	
Contract completion (approx.)		30 <sup>th</sup> April 2018

Tenderers shall keep strictly confidential all information contained in this ITT or otherwise made available by GSGSSI in connection with this ITT.

GSGSSI will rely on the information provided by the Tenderer in relation to its proposal. Failure by the successful Tenderer to comply with all the contents of the proposal may constitute a breach of contract.

The contract will comprise the total agreed tender package which will be included as part of the Contract Documents including any additions made and agreed during the tender process.

This ITT has been issued on the basis that:

- GSGSSI does not accept any liability, responsibility, or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates;
- GSGSSI does not make any representations or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant;
- Nothing in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract;
- Neither this ITT nor any information supplied by GSGSSI should be relied on as a promise or representation as to its future requirements;
- This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.
- GSGSSI is not responsible for any costs incurred by an Applicant in responding to this ITT.
- GSGSSI may either waive or require strict compliance with any requirement of this ITT.

Tenderers:

- Shall return or destroy all tender documents if directed to do so by GSGSSI
- Shall ensure that tenders are arithmetically correct. Should GSGSSI identify any errors then these will be pointed out to the tenderer who shall immediately correct the errors or their tender will be withdrawn or their tender will be assessed at the price submitted, at the discretion of GSGSSI.
- Shall not alter the ITT documents. Tender proposals will be deemed to comply with the terms stated in this ITT. If any alteration is made or if the ITT is not complied with the tender proposal may be rejected.
- Will be deemed to have satisfied themselves that their tender proposal is complete and that they have included all costs which may be incurred in delivering the project. They are responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.

Collusive bidding is unacceptable to GSGSSI. Any Applicant that takes part in any collusion will be disqualified. Collusion includes:

- Fixing or adjusting the price in agreement or arrangement with any other person
- Communication to any other person the price, except where necessary to prepare the proposal
- Entering into an agreement or arrangement that a person shall refrain from submitting a proposal
- Offering or agreeing to pay or give valuable consideration directly or indirectly to any person in return for them doing or causing to be done any act or omission in relation to the proposal

GSGSSI has zero tolerance to bribery and corruption and requires the same from its contractors. Any reasonable suspicion of bribery or corruption must be reported to GSGSSI and to the relevant police force.

GSGSSI reserves the right not to contract or contract only in part with any tenderer.

### **Section 3 - Specification**

The successful bidder will be expected to provide the following:

- 1) A trained dog(s) and handler(s) (see 2) capable of performing inspections to assess the presence of rodents on ships/yachts and their cargo (see 3). The successful tenderer will need to make provision for:
  - kennelling
  - meeting all necessary inoculations and animal health/quarantine requirements for the Falkland Islands
  - meeting immigration requirements for living and working in the Falkland Islands for the contract period
  - contingency in case of injury or illness in the dog or handler
  
- 2) Search protocols, training standards and risk assessments for dog(s) and handler(s) which are appropriate to the local conditions and duties to be undertaken. This will include:
  - a description of how a standardised search of any given type of vessel will be undertaken and an estimation of time taken for a given type of vessel.
  - a clear training standard appropriate for the type and context of work being undertaken. This may be adapted from existing standards used elsewhere if appropriate.
  - risk assessments including consideration of risks to handler and dog when working on board vessels as well as to passers-by and ships crew.
  - information on what steps would be taken to verify presence of rodents in the event of a positive indication.
  - search protocols, risk assessments and training standards should be peer reviewed and agreed with GSGSSI before vessel inspections are carried out.
  
- 3) Inspection of approximately 30 medium sized vessels (including their cargo) and 5 yachts over a 3 month period from approximately February to April 2018 to assess whether there are rodents on board (exact numbers of vessels may vary slightly). Requirements are to inspect:
  - medium sized vessels including long-line fishing vessels, krill trawlers, reefers, cruise ships, British Antarctic Survey ships, Royal Navy vessels and the GSGSSI logistics and fishery patrol vessel
  - yachts less than 30ft
  - vessels when they are at anchor (access via harbour launch and pilot ladder) and when they are alongside at the Falkland Interim Port and Storage Service (in Stanley) or East Cove Military Port
  - at anytime between February and April. The contractor should have a degree of flexibility about times and days when they can inspect vessels.
  
- 4) Report to GSGSSI on the results of the trial programme, operational practicalities and feedback on how a longer-term rodent detection operation might operate including scope for future expansion of the service and the development of South Georgia specific training and certification standards as appropriate.

## **Section 4 - Declaration**

### **ITT Title: TRIAL BIOSECURITY DETECTOR DOG PROGRAMME**

1. I, [insert name] , certify that I am the person authorised to sign for and on behalf of [insert company name] , and having read the documents, offer to supply the goods, services or works:
  - as set out in the ITT documentation.
  - under the terms and conditions indicated
  - at the price (or prices) specified in the attached proposal documentation.
2. It is agreed that any terms and conditions, caveats, assumptions, reservations or exclusions contained in correspondence from the Tenderer shall not apply to this proposal or agreement.
3. I certify that this is a bona fide proposal and that I have not fixed or adjusted the amount by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the deadline specified for the return of the tender, any of the following acts:
  - Communicate to a person other than GSGSSI, the amount or approximate amount of the proposal, except where the disclosure, in confidence, of the approximate amount of the proposal was necessary to obtain insurance premium quotations required for the preparation of the proposal
  - Enter into an agreement or arrangement with any other person that he/she will refrain from submitting a proposal or to the amount of any proposal to be submitted
  - Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any proposal, for the said work, any act or thing of the sort described above.
4. I certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the proposal and any contract entered into with them subcontractors, will be made on the basis of the compliance with the above principles by all parties.
5. I understand that GSGSSI reserves the right to accept such portion of the proposal as GSGSSI may decide. GSGSSI is not bound to accept the lowest or any proposal.
6. I have obeyed the rules regarding confidentiality and will continue to do so as long as they apply.
7. I can confirm that I accept that any breach of any of the conditions could lead to any proposal being rejected or to the rescission of the Contract by GSGSSI.

Authorised Signatory	
Date	
Name in BLOCK LETTERS	
Job Title	
Telephone Number	
E-mail address	

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time.

## **Section 5 - Draft Heads of Terms**

### General:

- This agreement is for the performance of the requirements set out in the Specification.
- The contractor will be in a position to commence vessel inspections from 1st February 2018
- The duration of the contract is initially for 3 months but may be extended on successful completion of the trial phase.
- The contract may be terminated by GSGSSI on 1 month notice
- The contract may be terminated by the tenderer on 1 month notice
- In the event of a dispute about the terms of this agreement or performance of the services then the parties will use their best endeavours to resolve the dispute by agreement. Where this not possible the matter may be referred to mediation by a mutually agreed third party.
- Falkland Islands law and court jurisdiction applies to this agreement
- Notices shall be served by email at the addresses provided by the parties
- The contract may be terminated by GSGSSI in the event of failure by the tenderer to perform the services satisfactorily and following opportunity to redress the issue
- In the event of termination the tenderer will be paid pro rata for the services performed.
- This agreement may only be varied with the consent of both parties

### The successful tenderer will:

- Perform the services as set out in the specification with reasonable skill and care
- Have and keep in place adequate personal and public liability insurance to cover staff involved delivery of the services set out in the specification.
- Meet all immigration requirements for working in the Falkland Islands
- Keep confidential all information provided to them by GSGSSI for the purpose of delivering the services under this agreement
- Will provide prepare progress reports as agreed with GSGSSI
- Refer to the project as the 'Government of South Georgia & the South Sandwich Islands (GSGSSI) rodent detector dog programme' in written documentation and official oral presentations
- Hold public liability insurance
- Retain ownership and responsibility for the dog(s)

### GSGSSI will:

- Facilitate access to vessels through stake-holder liaison and policy development
- GSGSSI will own any and all intellectual property (if any) that arise or are created during the course of the contract