

TYFU'R DYFODOL GROWING THE FUTURE



Invitation to Join a Dynamic Purchasing System for the Provision of Horticultural Training





Dynamic Purchasing System for the Provision of Horticultural Training for the Growing the Future Project

Pre-Qualification Stage Round 1

Issued by: National Botanic Garden of Wales

Deadline for the return of the Application (Stage 1, Round 1):

2nd August 2019

Growing the Future has received funding through the Welsh Government Rural Communities – Rural Development Programme 2014-2020, which is funded by the European Agricultural Fund for Rural Development and the Welsh Government.

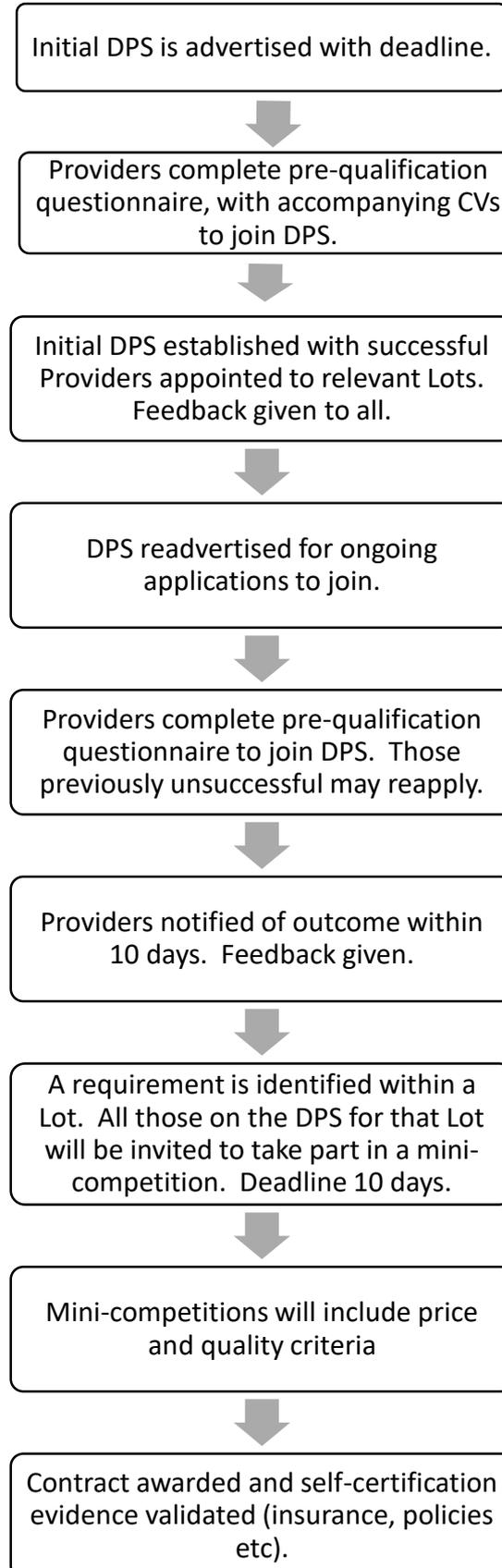
Growing the Future

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Growing the Future is led by the National Botanic Garden of Wales which is a company registered in Wales.

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Dynamic Purchasing System (DPS) Process





Project Overview

Growing the Future (the Project) is a training and knowledge transfer project supporting horticulture within Wales. This Pan-Wales project is comprised of three work packages (WP): WP1 Gardens for Health and Well-being; WP2 Celebrating Welsh Horticulture; WP3 Horticulture for the Future. WP1 provides horticultural training and life-long learning to individuals (both adults and children) on growing plants for food, fun, health and well-being, and for the protection of wildlife and the environment. WP2 showcases and promotes commercial horticulture producers, aiming to increase the amount of horticultural produce purchased from local suppliers. WP3 strengthens links between research innovation and commercial horticulture by creating networks and providing a specific knowledge-transfer case study on Plants for Pollinators. Delivery is built upon the foundation of the Growing the Future 1 pilot study, successfully conducted by the National Botanic Garden of Wales (NBGW) between 2012 – 2015.

This Dynamic Purchasing System (DPS) is to provide the Project with a dynamic network of training Providers to deliver horticultural training and life-long learning to individuals (both adults and children) and groups, including public bodies, community and social groups, under five Lots:

Lot 1: Practical Horticulture

Lot 2: Science & Horticulture

Lot 3: Horticulture & Art

Lot 4: Horticulture & Crafts

Lot 5: Horticulture Short Courses (\leq 1 hour duration)

Further detail can be found in the Specification.

It is important to note the strategic framework and wider cross-cutting themes on which Growing the Future is expected to deliver:

The strategic framework within which the Project is expected to deliver are:

- Rural Development Programme 2014-2020 Focus Areas (1-6)
- Well-being of Future Generations Act (2015)

The Welsh government strategy action plan targets aligned with the Project:

- Strategic Action Plan for the Welsh Horticulture Industry (2010)
- The Action Plan for Pollinators in Wales
- The Nature Recovery Plan for Wales (2015)
- Community Grown Food Action Plan (2010)
- Towards Sustainable Growth: An Action Plan for the Food and Drink Industry 2014-2020
- Food for Wales, Food from Wales: Food Strategy for Wales 2010-2020



- Creating an Active Wales

The cross-cutting themes within which the Project is expected to deliver are:

- Equality of Opportunity and Gender Mainstreaming
- Sustainable Development
- Tackling Poverty and Social Exclusion
- Welsh Language

Target Audience

Growing the Future provides training and engagement to adults and children in the value of gardens for plants for pollinators, the protection of wildlife, growing plants for food, fun, health and well-being. From specialist nurseries producing unique plants and flowers, to commercial growers providing the finest fruit and vegetables the Project showcases the diversity and quality of Welsh horticultural produce.

Explanation of a Dynamic Purchasing System (DPS)

A DPS is a two stage procedure which does not limit the number of Providers who can join it. Providers can apply to join a DPS at any point during its specified duration (with the exception of the interim, setting up stage of the initial DPS where a deadline applies).

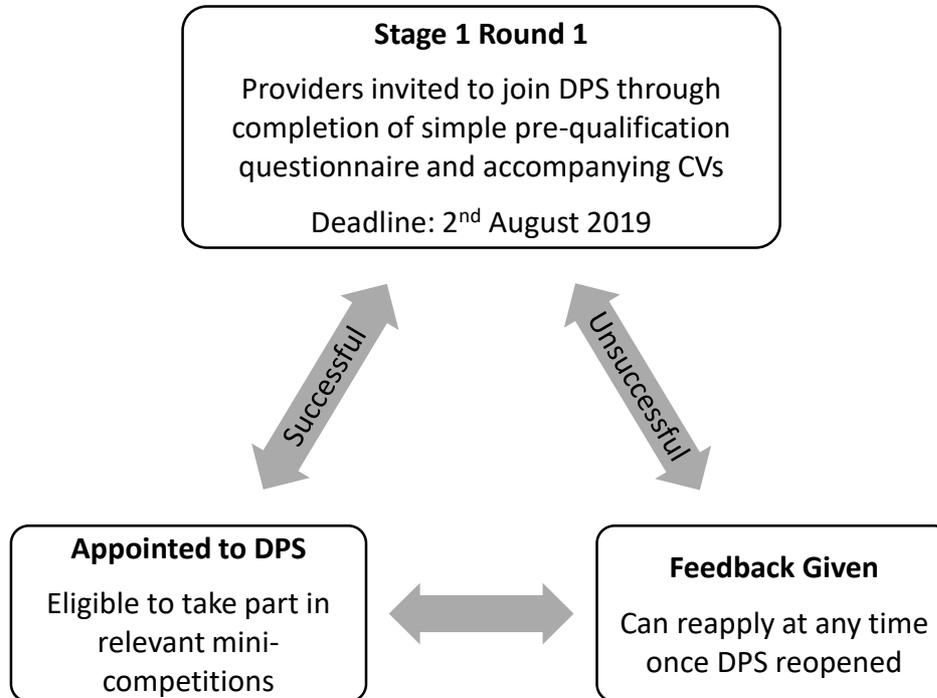
The first stage is a due-diligence exercise through a pre-qualification questionnaire setting specific selection criteria which Providers must pass to be able to join the DPS. This is run in two rounds, an initial round to set up the DPS, followed by an ongoing, open round during which additional Providers may apply to join.

During the second stage, as requirements become apparent, Growing the Future will invite all Providers on the DPS for the relevant Lot at that point to bid for specific contracts through a process of mini-competition.

It is envisaged that the DPS will run until Spring 2022, however, NBGW reserves the right to close the DPS at any point during its duration.

The DPS will be run through the Growing the Future Project. All Providers interested in joining the DPS will be required to register with the Project and maintain their registration throughout the duration of the DPS.

Stage 1: Setting up the initial DPS – Round 1



To set up the initial DPS, NBGW has published a contract notice with a deadline for return of Pre-Qualification Questionnaires (PQQs) and accompanying CVs by 2nd August 2019. Providers are required to complete the pre-qualification questionnaire and to provide all of the detail requested by NBGW. PQQs will be evaluated and all those who meet the capacity, capability and suitability selection criteria will be admitted to the DPS.

Once admitted, all those within a Lot will be invited to take part in a mini-competition (Stage 2) as requirements arise. Where PQQ responses require Providers to self-verify, please be aware that evidence will be required at Stage 2, prior to the award of any contract (e.g.: policies, insurances etc.). Failure to meet the selection requirements at this point will result in a Provider's disqualification from the DPS and deem them ineligible to take part in future mini-competitions. However, Providers may reapply to join the DPS through the original selection procedure.

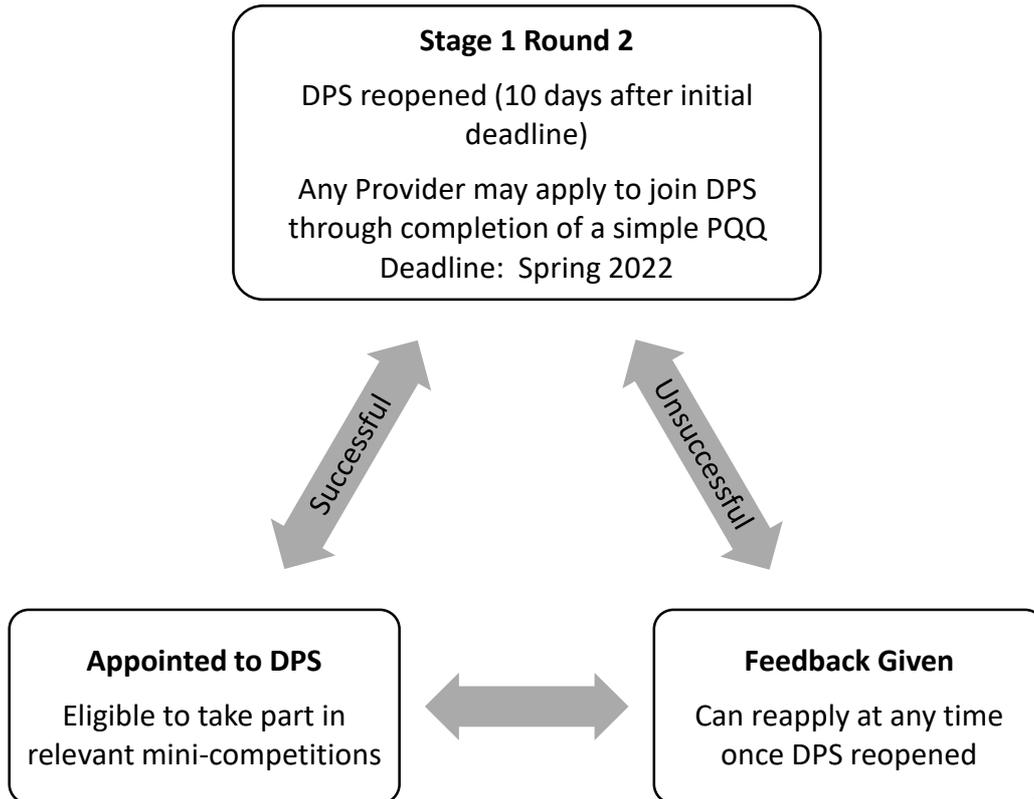
Exclusion

If a Provider ceases to meet the original exclusion or selection criteria during the course of the DPS it will be excluded (NB: if it fails one of the mandatory exclusion grounds NBGW will be required to remove the Provider immediately). NBGW reserves the right to reject or disqualify a Provider where the Provider and/or a member(s) of its supply chain satisfy any of the mandatory or discretionary grounds for exclusion per Regulation 57 of The Public Contracts Regulations 2015 at any stage during the process. Once excluded, Providers will not be able to take part in any future mini-competition tendering process until they can evidence that they have sufficiently 'self-cleansed' and are reappointed to the DPS.



NBGW reserves the right to suspend or exclude a Provider from the DPS for any instances of non-compliance including unsatisfactory performance which will reflect their lack of capability and/or capacity to deliver the contracted services.

On-going Application – Round 2

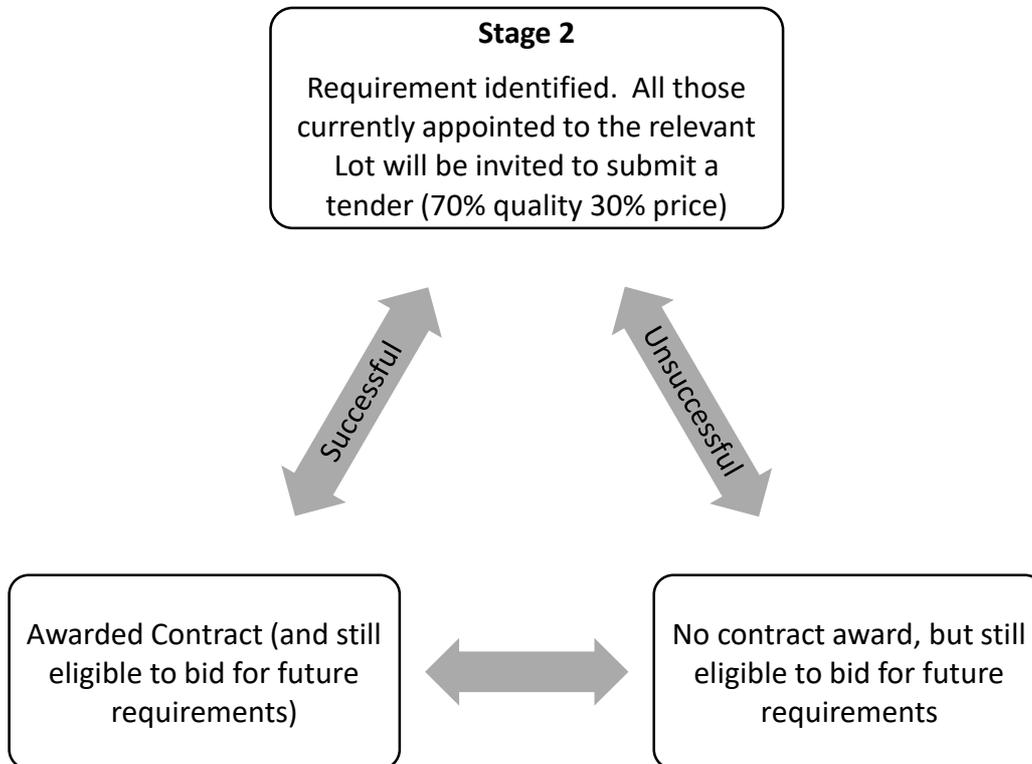


Once the initial DPS has been established, a further notice will be published to enable new entrants to join the DPS at any point throughout its term. As with Stage 1 Round 1 applicants, new Providers will be required to complete and pass the PQQ to be admitted on to the DPS. Any PQQs received from new Providers or from Providers who are reapplying will be evaluated within 10 days of submission and Providers will then be contacted confirming whether or not they have been accepted onto the DPS. It is envisaged that the DPS will reopen within 10 days of its initial closure.

Providers who are assessed as a 'fail' at either Round 1 or 2 above, will be provided with feedback and may then apply again at any time.

Please note that being admitted to the DPS does not guarantee the award of any particular contract. All requirements will be awarded via a mini-competition tendering process.

Stage 2: Mini-competitions



Once the DPS is established, as requirements are identified, all those appointed to the relevant Lot at that time will be invited to take part in a mini-competition based on cost and quality criteria: 70% Quality and 30% Price. Quality Criteria are detailed in Stage 2 Evaluation, however, please note that these may vary slightly dependent upon each requirement. Applicants will normally be required to return their submissions within a 10-day period. If the requirement is urgent, NBGW may seek the agreement of all the Providers on the Lot to reduce the response period.

Example Scenario

In September 2019, Growing the Future decides to appoint one Provider to deliver two sessions of 'Composting for Beginners' training to adults. All those who are currently on the DPS under Lot 1 who have included composting and adults in their list of training will be invited to take part in a mini-competition based on price and quality criteria similar to those detailed in Stage 2 Evaluation.

As new Providers join the DPS, they will be able to take part in future mini-competitions.

General Instructions to Providers

This Invitation to join the DPS is available to Providers who wish to provide horticultural training and life-long learning and for no other purpose.



This PQQ and accompanying documentation are provided only upon the basis that they remain the property of NBGW and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this PQQ and all associated documents immediately and not to retain any electronic or paper copies.

No applicant will undertake any publicity activities with any part of the media in relation to this process without the prior written agreement of NBGW, including agreement on the format and content of any publicity.

This PQQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by NBGW and its advisers.

NBGW reserves the right to cancel the DPS process at any point. NBGW is not liable for any costs resulting from any cancellation of this process or for any other costs incurred by those applying for this DPS.

You are deemed to understand fully the processes that NBGW is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations 2015.

NBGW makes no guarantee as to any level of award to be made under the DPS and reserves the right to award contracts outside the DPS at its discretion.

Conditions of Application

Responses may be submitted in English or Welsh.

Only one application is permitted from each applicant. Should more than one be submitted by an applicant, the one with the latest time of submission prior to the closing deadline will be evaluated and the other(s) disregarded. If you are applying for one or more Lots, please note this in your submission and, where appropriate, please ensure you answer the specific questions for each Lot.

Any signatures must be made by a person who is authorised to commit the Provider to the DPS.

Your full registered business/name and main office address must also be provided on all documents.

It is a condition of the DPS that it must be run electronically. NBGW is running this exercise through the Growing the Future Project, with Stage 2 invitations being issued to the appropriate Providers for the relevant Lot.

In the event that Tenderers believe that they are unable to submit a response through Growing the Future, or require assistance or further information, they must contact the Project on 01558 667195 no later than 4 working days before the closing date of the original notice to enable any technical queries to be investigated and resolved.

Rejection/disqualification: NBGW reserves the right to disqualify or reject an applicant where:

- A response is completed incorrectly, is materially incomplete or fails to meet NBGW's requirements



- The applicant and/or a member(s) of its supply chain satisfy any of the mandatory or discretionary grounds for exclusion per Regulation 57 of The Public Contracts Regulations 2015 at any stage during the process
- The applicant and/or a member(s) of its supply chain are guilty of material misrepresentation in relation to information provided by the Provider during the pre-qualification stage
- The applicant and/or a member(s) of its supply chain contravene any of the terms and conditions of this PQQ or other document issued by NBGW
- There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Provider

Questions and Clarifications

Please read through all the DPS documentation to ensure you fully understand the requirement and the process. If you have any questions or clarifications, these must be submitted to the Growing the Future Project.

Please be aware that all questions and NBGW's responses will be shared with all those who have expressed an interest in the relevant Lot, the details of the organisation asking the question will not be revealed.

NBGW reserves the right to issue supplementary documentation at any time during the DPS process to clarify any issue or amend any aspect of the PQQ. Any additional documentation issued shall be deemed to form part of the PQQ and shall supplement and/or supersede any part of the PQQ to the extent indicated.

Providers must obtain for themselves, at their own expense, all information necessary to complete their response.

NBGW will require all Providers awarded contracts under the DPS to comply with its relevant policies which are available upon request. Providers are advised to ensure they fully understand all the requirements of the DPS before preparing a response.

NBGW is not responsible for any failure in a Provider's IT systems which delays or causes an error in the submission of their application.

Contractual Information

All Providers successful in their application to join the DPS will be eligible to take part in mini-competitions under the DPS within the Lot(s) to which they have been appointed. Providers may apply for any or all of the five Lots, but must ensure that they have the capacity to deliver if applying for more than one Lot.

NBGW will not enter into any negotiation on the PQQ or any subsequent call off contract.

All contracts awarded under the DPS will be subject to NBGW's Standard Terms and Conditions current at the point of award.



Providers must comply with their legal duties under the Equality Act 2010 to ensure non-discrimination. The promotion of equality and diversity is mandatory and will be an integral part of decision-making and action for successful Providers.

Providers must be compliant with the GDPR Regulations introduced in May 2018 and must be able to provide evidence of compliance procedures upon request from NBGW.

Providers must be compliant with all relevant Welsh Language legislation.

DPS Key Milestones

Stage	Date
Stage 1	
Publication of DPS (Round 1)	22 nd July 2019
Round 1: deadline for return of completed PQQ	2 nd August 2019
Anticipated notification of successful/unsuccessful application and commencement of Stage 2 (mini-competitions)	16 th August 2019
Round 2: reopening of the DPS	19 th August 2019
Closing Date of the DPS	Spring 2022

Pre-Qualification Questionnaire

Each Application will be checked initially for compliance with all requirements of the PQQ. Accompanying CVs for proposed training personnel will also be reviewed.

There is ONE stage to the application evaluation: Qualification.

Qualification

This is an assessment to determine whether the Providers meet a minimum standard of technical capability and capacity to deliver the training and if there is any reason why a Provider should be excluded from the DPS. It is assessed against the Tenderer's response to the questions in the Qualification envelope. The Questions will not be scored but are PASS/FAIL and must be completed in Full. Providers are expected to PASS ALL sections of the qualification envelope. NBGW reserves the right to disqualify any Providers who 'FAIL' any mandatory questions.

You are advised to read all guidance notes accompanying the questions in the PQQ.

The supporting evidence for the Self Declaration Questions in the PQQ (insurance certificates etc.) may be included with your PQQ, but this is not a mandatory requirement at this stage. However, if you are successful in a mini-



competition, this evidence must be provided before a contract will be awarded. This will be evaluated on a PASS/FAIL basis.

During the evaluation period, NBGW reserves the right to seek clarification in writing from Providers to assist it in the consideration of their Applications.

Specification

Aim of the DPS

The purpose of the DPS is to allow NBGW to assemble and maintain an approved list of suitably qualified and experienced training Providers for the Growing the Future Project to access training and life-long learning under the five Lots outlined below:

- Lot 1: Practical Horticulture: For example, Building a Raised Bed
- Lot 2: Science & Horticulture: For example, Getting to know your Wildflowers
- Lot 3: Horticulture & Art: For example, Introduction to Cyanotypes
- Lot 4: Horticulture & Crafts: For example, Introduction to Skep making
- Lot 5: Horticulture Short Courses: For example, Introduction to Potato Planting (≤ 1 hour duration)

To maximise the scope of training available to project participants, NBGW is keeping the Lots open, rather than issuing a prescriptive list of training requirements. Therefore, Tenderers need to include in their response, on the PQQ Course Details spreadsheet, a comprehensive list of all the training they are currently qualified to deliver/provide. Please note, training must only be included on this list if it is relevant to the Project. Please note training will not be accredited.

Please note, Providers will be required to submit the CVs of those who will be delivering the training, CVs must include details of their relevant experience and qualifications, evidence of which may be required upon award. Changes in these personnel after award will not be permitted without the prior agreement of the Project team. NBGW reserves the right to cancel a contract if a Provider substitutes named trainers without the prior agreement of the Project team.

It is envisaged that training will take place through the delivery of courses/workshops, referred to as courses. The capacity will vary depending on the nature of the course and its location, but is unlikely to exceed 20 attendees.

Please note that some requirements may necessitate delivery through the medium of Welsh, this will be made clear by the Project team at the point of request. The Provider's ability to deliver through the medium of Welsh must be indicated on the PQQ Course Details spreadsheet.



Dependent upon the nature of the requirement, Providers will deliver training either at the NBGW or at a partner Hub site. Course materials must be provided bilingually to ensure that those requiring communication in Welsh are treated no less favourably than those requiring communication in English.

It is the intention that the Project will cover the cost of translation, but Providers must ensure that all materials to be translated are sent electronically to the Project team at least five working days before the date of delivery. Translations will be undertaken by the NBGW approved translator.

Where appropriate, the Project will cover the cost of course delivery materials, but Providers must notify the Project team of their requirements at least ten working days before the date of delivery. Where the purchase of course delivery materials are envisaged, these must be indicated in the Pricing Schedule. Please note, all purchased materials remain the property of the Project, their subsequent usage and return is at the discretion of the Project.

Prices submitted in response to a mini-competition must be fully inclusive of all costs excluding VAT (e.g. hourly/daily rate and travel) as these cannot be invoiced separately.

There is no limit to the number of Lots for which a Provider might apply and there is no limitation to the number of Providers who will be appointed to each Lot. When a requirement is identified, all Providers currently on the DPS under the relevant Lot will be invited to take part in a mini-competition. Unless mutually agreed by NBGW and all eligible Providers (for example in the case of an urgent requirement where reduced timescales may be beneficial for participants) responses must be submitted within 10 days of the invitation to take part in a mini-competition. Invitations will be issued electronically by the Project and responses must be submitted to the Project.

Applicants successful at Stage 2 (mini-competition) will be given access to the Project's marketing team. Compliance with branding is a mandatory requirement and will be included as a key measure of performance. All course materials must be branded with NBGW, the Project and sponsor logos.

Providers will be required to ensure the accurate completion of various bilingual documents in relation to each course delivery. Once forms are completed, it will be the responsibility of the contract holder to email copies of forms to the Project team along with photographs within no more than five working days of the completion of training. Within the same timescale, the original documents must be sent by post/delivered by hand to the Project team at the NBGW.

Clear guidance will be provided to successful Stage 2 applicants regarding the mandatory paperwork which must be completed in relation to each intervention. This currently includes*:

- A course sign-in sheet to be signed by each participant and the trainer
- A participant evaluation form
- A minimum of one photograph which must include the Project branding

*Changes may be made to this list during the period of the DPS



Performance Monitoring

Compliance with Growing the Future's administrative and audit requirements is mandatory and a measure against which performance will be measured. The success of the Project is dependent upon the consistent and compliant performance of the Project's delivery partners. Performance monitoring will be a key element of the DPS and the Project team will seek to work in partnership with Providers to continuously improve performance. Areas of poor performance will be addressed and may result in a Provider's exclusion from the DPS.

Yellow and Red Card System

The Project team will use a Yellow and Red Card system to address any instances of poor performance by Providers in any of the following areas which may change as the DPS evolves.

Yellow Cards will be issued for failure to meet the following requirements:

Performance Indicator	Requirement
Prompt communication with the Project team	Within 10 days of their notification from the Project team that a course has been scheduled, the Provider must contact the Project team to agree a date for training delivery.
Compliance with the Project's marketing and branding guidance	Providers must clearly state that they are working on behalf of Growing the Future, must actively market the Project and ensure that all documentation complies with the Project branding guidance. This will be monitored by the Project team through a series of ad hoc audits.
Compliance with administrative and audit requirements	Providers must complete and return, and ensure the compliance of all mandatory paperwork as detailed above. All paperwork must be submitted to the Project team within five working days of the completion of delivery of training. All the requested information must be completed, and signatures and dates must be included where required, and writing must be legible. Invoices must be submitted accurately within 10 working days of the completion of delivery of training.



In addition to the above indicators, when reviewing performance, the Project team will consider participant feedback and complaints. Measures may be taken to exclude Providers who attract poor to average feedback or who are the subject of participant complaints from future mini-competitions. They may be readmitted to the DPS if they are able to evidence that they have successfully addressed their performance issues.

Where a Provider is issued with a yellow card, they will be given the opportunity to demonstrate to the Project team the actions they have implemented to remedy their future performance. Where a Provider is issued with two or more yellow cards during an intervention, or continuously fails to perform in some or all the areas detailed above, NBGW reserves the right to exclude that Provider from future mini-competitions until they provide compelling evidence to demonstrate their future compliance.

Red Card will be issued for failure to meet the following requirements:

Performance Indicator	Requirement
Communication	All requests for training must be followed up.
Delivery	<p>Courses must not be cancelled/postponed at short notice (within 48 hours or less) without the prior agreement of the Project team.</p> <p>The Project team must be advised in advance who will be delivering the training. All courses agreed must be attended by the Provider’s nominated representative at the time agreed unless otherwise authorised by the Project team.</p> <p>Providers must not substitute trainers named in the mini-competition with others without the prior approval of the Project team.</p>
Compliance	Providers must comply with all relevant legislation and NBGW policies and procedures.

Where a Provider is issued with a red card for any of the above reasons, NBGW reserves the right to exclude that Provider from future mini-competitions until they satisfy NBGW that they have taken actions to prevent reoccurrence and provide compelling evidence to demonstrate their future compliance.

Please note, NBGW reserves the right to amend the above system or add to the above lists throughout the duration of the DPS. All changes will be notified to all Providers who are on the DPS at the time.



Where a yellow or red card is issued, NBGW will notify the Provider in writing (by email) detailing the reasons the card has been issued and any actions NBGW will be taking. NBGW is keen to develop good working relationships with Providers and will work with them to help them to address areas of poor performance.

NBGW seeks a partnership approach with successful Stage 2 applicants and will conduct regular contract review meetings, encouraging feedback from Providers on the effectiveness of the DPS. Providers will be invited to suggest improvements and/or innovations which could benefit participants.

Changes to the Specification

This specification sets out NBGW's current requirement, however, NBGW reserves the right to make changes to the specification during the lifetime of the DPS. Changes to the specification will be implemented by issuing written amendments to all those affected by the changes.

Stage 2: Evaluation

This information is being included in the interests of transparency so that Providers may be aware of what will be required of them if they are appointed to the DPS in Stage 1 and subsequently invited to take part in a mini-competition at Stage 2. With the exception of Providers CVs, responses to these questions are NOT required with your Stage 1, Qualification submission.

Tenders submitted in response to Stage 2 mini-competitions will be evaluated against the following criteria:

Stage 2 Evaluation Criteria	Weighting
Quality	70 %
<i>Quality Sub criteria</i> <ol style="list-style-type: none"> 1. <i>Qualifications and relevant experience of those appointed to deliver the training</i> 2. <i>Method Statement response to training requirement scenario</i> 	50 % 20 %
Price	30 %

Quality Responses

1. Submitted in Stage 1, CVs for each member of the team who will be delivering training. CVs should illustrate relevant experience and qualifications.



2. Please provide a method statement detailing how you would respond to the following scenario. Your response should convince the evaluation panel of your thorough understanding of the Project's specification, performance monitoring measures and desired outcomes, and your management and delivery capacity and capability to ensure compliant and competent provision.

Example Scenario 1: *Having been awarded a contract through a mini-competition, at 9:00 am on Monday 1st April you receive an email from the Project team asking you to deliver a series of 5 courses on Wildlife Gardening to 10 Adults, at the NBGW.*

Please explain how you would progress this request through all stages from receipt of the initial enquiry to the submission of your final invoice. Responses (Maximum 1000 words) should address but not be limited to the following:

- *Provide details of the courses and appropriate delivery material*
- *Outline the aims and learning objectives*
- *Identify the impacts you'd hope to have upon the individual attendees and the wider-Project*

Please note, given the open nature of the DPS, the question and/or the scenarios may vary dependent upon the requirement of each mini-competition.

Scoring Matrix

Responses will be assessed against the following scoring matrix, please note a minimum quality threshold will be set at 41 %.

Assessment	Score
Meets expected standard with no concerns, Excellent	5
Meets the expected standard well, Very Good	4
Meets expected standard in most aspects, but with some minor concerns, Good	3
Fails to meet expected standard in most aspects, concerns in more than one area, Acceptable	2
Significantly fails to meet the expected standard, Unsatisfactory	1
Completely fails to meet the expected standard, Unacceptable	0

We are seeking responses of the highest quality, based on the following criteria:

- Clear answers, that focus only on the specific requirement being addressed
- A sufficiently detailed level of information to demonstrate how the requirements would be delivered
- Honest answers
- A well-structured response that is easy for evaluators to navigate, with accurate references to additional information provided in additional sections or included as annexes
- Answers that are clearly tailored to meet our specific needs
- Clear indication of experience
- Responses that suggest that the Provider will deliver above the Project's requirements and expectations



So, this is what you should aim to achieve:

- Read and answer each requirement/question carefully
- You must provide details of how your proposal will meet the specific requirement. Your response needs to be concise whilst also providing sufficient relevant detail. Generic responses that are no more than 'sales talk' are unlikely to score well, so you need to ensure that you tailor your response to the requirement
- Similarly, if you find that you keep repeating the same information in answer to multiple requirements, think again as it is likely that you are not being specific enough

Price Evaluation (30 %)

Your price score accounts for 30 % of the scoring available. Providers will be required to complete a pricing schedule as part of their response to any mini-competition. Full instructions on completion will be included with each mini-competition.

An example pricing schedule has been included with this document. This is for information only and does not need to be completed with initial applications to join the DPS.

Prices submitted in response to a mini-competition must be fully inclusive of all costs excluding VAT (e.g. hourly/daily rate and travel) as these cannot be invoiced separately.

Welsh Language

The successful contractor will need to ensure that services provided through this contract are compliant with the Welsh Language Scheme for the Welsh Assembly Government. A copy of the Scheme can be found here:

<https://gov.wales/topics/welshlanguage/welsh-language-strategy-and-policies/cymraeg-2050-welsh-language-strategy/?lang=en>

<https://gov.wales/topics/welshlanguage/welsh-language-strategy-and-policies/cymraeg-2050-welsh-language-strategy/?lang=cy>

The requirements in relation to this contract are:

- Ensuring that any other contact with the public not mentioned above complies with the principle of treating the Welsh and English languages on a basis of equality
- Any other activity not mentioned above which is relevant to the contract should comply with the commitments to the Welsh Language Scheme
- Some mini-competitions may include a specific requirement for delivery in Welsh, dependent upon the preference of the participants
- It is the intention that the Project will cover the cost of translation, but Providers must ensure that all materials to be translated are sent electronically to the Project team at least five working days before the date of delivery. Translations will be undertaken by the NBGW approved translator.



Environmental Considerations

[The National Botanic Garden of Wales is charity dedicated to the research and conservation of biodiversity and to sustainability.](#) The Provider shall be expected to deliver the services subject of this contract, in as environmentally considerate/friendly manner as possible and to work with NBGW to improve sustainability through the life of this contract. It is a condition of this contract that Providers adhere to the Project's policy of sourcing and promoting peat-free and pesticide-free materials and activities.

All materials where possible should come from managed or renewable sources.

The Provider should ensure they are compliant under the Well-being of Future Generations (Wales) Act.

The Well-being of Future Generations (Wales) Act aims to tackle the inter-generational challenges Wales faces in a more joined up and integrated way - ensuring Welsh public services look to the long term. The Act was introduced by the Welsh Government in July 2014 to reinforce the fundamental role that public services in Wales play in helping to deliver the long-term goals for the future well-being of Wales. The Act will do this by putting the needs of communities, now and in the future, at the heart of the decisions that Welsh public services make. All Providers must work to the Well-being Goals and Sustainable Development Principles and evidence the collaboration and integration within their bid.

To find out more about the Well-being of Future Generations (Wales) Act:

<http://gov.wales/topics/people-and-communities/people/future-generations-bill/?lang=en>

<http://gov.wales/topics/people-and-communities/people/future-generations-bill/?skip=1&lang=cy>

Payment Arrangements

In consideration of the Service, payment shall be paid on delivery of each course. An electronic purchase order will be issued at the award of the Contract which will include the details to which the Provider's invoice should be sent.

Invoices shall state which workshop/course are being charged for and must be submitted accurately within 10 working days of the completion of delivery of training.

Submission

Please email your PQQ and subsequent mini-competition responses to the Project team at:

gtfadmin@gardenofwales.org.uk

Your DPS response will consist of the following documents:

Stage 1:

- Completed Pre-Qualification Questionnaire
- Completed proforma of the training you can deliver (PQQ Course Details spreadsheet)



- CVs of training personnel

Stage 2:

- 2 x Quality responses
- Pricing schedule

Please do not include any promotional material with your responses to either stage.