



**LWARB**  
London Waste and Recycling Board

# Mass based inventory of London's Consumption-based emissions

Invitation to tender ref. 2019-20-15

This invitation to tender is issued by the London Waste and Recycling Board (LWARB) and is seeking bids to compile a consumption-based emissions inventory to help develop LWARB's future activities.

## 1. Background

### Who are we?

London Waste and Recycling Board (LWARB) is a statutory board, chaired by the Mayor of London or their representative, that works with London's waste authorities and businesses to promote and encourage the production of less waste; increase the proportion that is re-used or recycled; and drive methods of collection, treatment and disposal of waste that are more beneficial to the environment.

More information about LWARB can be found at [www.lwarb.gov.uk](http://www.lwarb.gov.uk)

Since its inception in 2008, LWARB has grown and evolved from a small public sector body which invested in infrastructure (such as plastic recycling and food waste processing plants) and supported local authority recycling efforts through funding and provision of support, into a larger circular economy change-maker, working with government, businesses and citizens to mobilise, inspire and enable change across the capital to achieve the Mayor's ambition as set out in the London Environment Strategy for the capital to become a world-leading zero-carbon circular city.

### Business Plan 2020 – 2015

We are currently developing our Business Plan. It is intended that the Business Plan is founded upon a theory of change that identifies London's contribution to reducing consumption-based emissions to help cap global warming to 1.5°C. To develop a set of metrics to track progress and develop activities we need to have a good estimate of the comparative mass of our focus areas. These are comparable to those identified in the C40 Cities study, [The Future of Urban Consumption in a 1.5°C World](#) (the Report).

## 2. Objectives

- To develop an inventory of flows of materials into London by mass;

- The inventory should detail the mass of, as a minimum, the following focus areas: buildings and infrastructure, food, textiles and fashion, electronics and appliances, with the addition of plastics if possible;
- The inventory allocate London’s consumption-based emissions to each focus area and be consistent with London’s consumption-based emissions (which will be provided).

London’s consumption-based emissions by focus area is currently being sought form C40 and will be provided once an undertaking has been given by the contractor on how the data is to be used.

## 6. Expected Deliverables

An excel workbook that provides all the workings and calculations plus a usable summary.

## 7. Quotes

The quotes should include two sections including, but not exclusively, the following:

### *Technical Approach*

- Describe your approach/methodology with respect to the work described. Highlight the key milestones of the proposed approach.
- Describe the inputs you will require from the LWARB team prior and during the work.
- The CVs of the team you will involve in the process of delivery.
- Demonstrate your company’s experience with examples of previous projects.

### *Financial Proposal*

Quotes should be submitted in British pounds (£) and should include daily fees, any reimbursable transportation expense and VAT. A template for the outline of the financial proposal is provided below.

Table 2. Example of Budget Template

	No. of Days	Daily Rate (£)	Name of Resource delivering the activity	Travel Expenses associated to activity (£)	Total Cost per Activity (£)
Activity 1					
			Total Costs (£) excl VAT:		
			VAT (£)		
			Total Cost (£) incl VAT:		

## 8. Evaluation

LWARB must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your quotes will be evaluated by us against the following criteria:

<b>Evaluation criteria</b>	<b>Weighting</b>
Total price	30%
Approach and timeline that will deliver the project requirements	20%
Examples of previous communications outputs	30%
Authority of allocated personnel, their skills and technical capability	20%

<b>Scoring</b>	
Outstanding - cannot be faulted	100
Excellent	90
Very good	80
Good	70
Above average	60
Average	50
Below average	40
Poor	30
Very poor	15

## 9. Timescales

Invitation to quote issued	24 October 2019
Deadline for return of quotes	4 November 2019
Award of contract	6 November
Completion of activities	2 December 2019

## 10. Acceptance of quotes

In issuing this invitation to quote, LWARB is not bound to accept the lowest or any price and reserves the right to accept the whole or any specified part unless the bidder expressly stipulates otherwise.

LWARB will not enter discussion with non-selected potential suppliers or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

## 11. Period for which quotes shall remain valid

Unless otherwise stipulated by the bidder, quotes shall remain valid for 60 days from the closing date.

## 12. Submission Details

Questions should be submitted by email addressed to Sarah Beaton, Project Coordinator, [sarah.beaton@advancelondon.org](mailto:sarah.beaton@advancelondon.org). Responses to questions will be circulated to all companies invited to quote.

Quotes must be submitted by email to James Close [james.close@lwarb.gov.uk](mailto:james.close@lwarb.gov.uk) by 12pm (UK time) on 4 November 2019 with the reference "191023 CBE".