



**TENDER**

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No \_\_\_\_\_

Email contact \_\_\_\_\_

Amount of (total for years one to three, net of VAT)  
Quotation \_\_\_\_\_

Calum MacPherson, CEO (Procurement SRO)  
Inverness and Cromarty Firth Green Freeport  
UHI House  
Old Perth Road,  
Inverness  
IV2 3JH

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email: [info@greenfreeport.scot](mailto:info@greenfreeport.scot)  
Company number; SC735754



## THE CONTRACT SCHEDULE

- A) Introduction and Instructions for Quotation submission
- B) Form of Tender
- C) Specifications of works

**Annex 1** – Template Proposal

**Annex 2** – Staff Rates & Disbursements

### **A) INTRODUCTION AND INSTRUCTIONS FOR TENDER SUBMISSION**

#### **1. Introduction**

Inverness & Cromarty Firth Green Freeport Ltd (ICFGF) is one of Scotland’s two Green Freeports, established to support investment in offshore wind, net-zero infrastructure, and green industry across the Highlands. It is also one of the UK Government’s “Industrial Strategy Zones” and will play a significant role in the UK’s energy transition.

Following approval of the Full Business Case, the organisation’s reporting, monitoring and compliance responsibilities have expanded significantly. These responsibilities include structured monitoring and evaluation reporting, carbon assessment coordination, grant monitoring, risk reporting, and compliance reporting to the Board, the Highland Council as our Accountable Body, and to the UK and Scottish governments.

ICFGF is therefore seeking to appoint a suitably qualified consultant or partner organisation to provide data reporting and monitoring support to the executive team.

The contract will support the development and delivery of structured reporting processes to ensure that ICFGF meets its governance, monitoring and compliance obligations.



## 2. Tender Timetable (indicative)

Invitations to Quote issues (via ICFGF website)	Thursday 9 <sup>th</sup> April
Clarifications request deadline	Wednesday 15 <sup>th</sup> April
Submission deadline	Wednesday 22 <sup>nd</sup> April at 17:00
Evaluations period	23 <sup>rd</sup> and 24 <sup>th</sup> April
Appointment decision	Tuesday 28 <sup>th</sup> April

## 3. Clarifications

Tenderers may submit written clarifications. Unless commercially sensitive the responses will be shared with all bidders. Any questions will be anonymised.

## 4. Instructions for Submission

1. Tenders must be submitted using the **Form of Tender** and supporting schedules.
2. Submissions must be emailed to [info@greenfreeport.scot](mailto:info@greenfreeport.scot) with the subject line: **"Data Reporting Tender – Green Freeport – [Tenderer Name]"**
3. Tenders must be received by the stated deadline.
4. Late or non-compliant submissions may be rejected.
5. ICFGF does not bind itself to accept the lowest or any tender.
6. Tenderers must keep their offer open for **one month** from the closing date.

## 5. Evaluation Criteria

Tenders will be evaluated against the following weighted criteria:

1. Ability and experience (30%)
2. Approach and Fit (20%)
3. Value for Money (40%)
4. Resource availability and Continuity (10%)



**B) FORM OF TENDER**

To: Calum MacPherson, Chief Executive Officer  
Inverness and Cromarty Firth Green Freeport Ltd

We, the undersigned, hereby tender to provide data reporting support as described in the Specification of Works for the sums detailed below:

..... total for years 1,2 & 3

We confirm that:

- We have examined and understood the tender documentation
- Our tender remains open for acceptance for one month
- Staff rates and disbursements form part of this tender

Signed: .....

Name: .....

Position: .....

For and on behalf of: .....

Date: .....



## C) SPECIFICATION OF WORKS – DATA REPORTING

### 2. Scope of Services

The appointed provider will support ICFGF with the coordination and preparation of data reporting and monitoring processes. Some of the data reporting is captured and submitted in established formats, but other will require the creation of report structures. The contract is expected to include:

#### Monitoring & Evaluation Reporting

- Coordination of the biannual Monitoring & Evaluation reporting cycles
- Data gathering and consolidation across relevant workstreams
- Preparation of structured reports aligned to UK and Scottish Government requirements

#### Carbon Assessment Coordination

- Support the collection and organisation of data relating to carbon assessment processes, working alongside carbon management specialists.
- Assist with the preparation of carbon reporting documentation where required

#### Risk and Governance Reporting

- Maintain and update structured risk reporting documentation
- Support preparation of reporting for governance structures including the Members Monitoring Group

#### Grant Monitoring

- Follow-up monitoring of Green Freeport grant recipients where required
- Collation of monitoring information and reporting on outcomes

#### Compliance and Security Reporting

- Supporting the existing illicit goods and site security mitigation plan.
- Support reporting to relevant security and compliance forums

#### Bespoke Data Analysis

- Support specific analytical/reporting outputs where required, such as local supply chain analysis or other data-led reporting.



Where additional support is needed beyond the activity described above and beyond the day allocation, we may seek additional support as mutually agreed on an hourly basis up to a maximum of 2 days per month on average.

The provider will work closely with the CEO and executive team to deliver these outputs. They will also be required to engage remotely and on location with landowners, partners and businesses in the Green Freeport area ([Maps of Inverness and Cromarty Firth Green Freeport tax sites - GOV.UK](#)) A permanent staff presence in the Inverness / Highland / Moray area would therefore be advantageous.

### **3. Contract Structure**

The anticipated contract structure is:

- Initial contract period: 1 year
- Extension option: May be extended up to two additional years (subject to performance, operational requirements and funding availability)

The contract is expected to operate on a flexible retainer basis, averaging approximately 3–4 days per month, with additional support during peak reporting periods.

### **4. Required Experience**

Applicants should demonstrate experience in most or all the following areas:

- Monitoring and evaluation frameworks
- Government or public sector reporting processes
- Data analysis and reporting
- Risk management frameworks
- Grant monitoring or programme evaluation
- Carbon or sustainability reporting (desirable)
- Experience working with economic development, infrastructure, or public sector organisations (desirable)
- Experience in using excel and other databases.

### **5. Proposal Requirements**

Interested parties should submit a brief proposal using the proposal template and outlining:



- Relevant experience and expertise
- Proposed approach to delivering the services outlined above
- Key personnel who would deliver the work
- Daily or monthly rates and indicative cost structure
- Examples of comparable work undertaken

## 6. Submission

Proposals should be submitted electronically to:

Email: [info@greenfreeport.scot](mailto:info@greenfreeport.scot). Further clarification questions may be submitted via email.

## 7. Pricing

Tenderers must provide:

- Daily or hourly rates
- Clear assumptions and exclusions
- Basis for expenses

All prices should be **exclusive of VAT**.



TEMPLATE PROPOSAL

Company Information, Ability & Experience
Approach and Understanding of the Green Freeport Context
Value for Money - your costs and pricing structure
Resource availability and Continuity
Any other relevant information

The proposal should not exceed 5 (five) sheets of A4 and should follow this template.



Staff Rates & Disbursements

Item	Unit cost

All charges set out above are exclusive of VAT