



LGC Supplier Engagement Policy

Dear Supplier,

You have been invited to submit a response to either a formal Request for Proposal or an invitation to submit a business proposal to provide competitive pricing to LGC for goods and/or services.

This document is applicable to this specific Supplier Engagement and its attachments and any relationship that is formed between LGC and potential suppliers. By submitting a response you agree to comply with the applicability and all of the contents of the Supplier Engagement Policy.

Please direct any questions regarding the submission of your proposal to the LGC representatives named in the relevant supporting documentation provided. You should not contact other LGC personnel unless directed to do so.

This Document is strictly Private and Confidential



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1. Introduction to LGC

LGC is an international leader in the extended life sciences sector, including human healthcare, agri-food & the environment. LGC provides a comprehensive range of reference materials, proficiency testing schemes, genomics reagents and instrumentation, as well as research and measurement services. Its scientific tools and solutions enable organizations to advance research, develop new products and form an essential part of their quality and compliance procedures.

LGC's 2,300 employees include internationally-recognized scientists who are experts in their field. Headquartered in London, it operates out of 19 countries worldwide and is extensively accredited to quality standards such as GMP, GLP, ISO 13485, ISO 17034, ISO 17043, ISO/IEC 17025 and ISO 9001.

LGC has been home to the UK Government Chemist for more than 100 years and is the UK National Measurement Laboratory and Designated Institute for chemical and bio measurement. LGC has been privately-owned since 1996 and has diversified through internal investment and acquisition to be an international leader in its chosen niche markets. LGC is now owned by funds affiliated with KKR.

For further information please see: www.lgcgroup.com

2. Important information

By participating in this Supplier Engagement process you are indicating your acceptance to be bound by the guidelines set out in this Policy. We provide below the key details of LGC requirements, which you should take into account in your response.

As part of the Supplier Engagement process LGC makes no obligations in any way to:

- Pay any suppliers for any response or attending any meetings related to the sourcing project; or
- Award the contract with the lowest or any bidder; or
- Accept any information received from suppliers; or
- Include suppliers responding to this engagement, in any future invitation; or
- Make any other commitments to suppliers.

Proposals must be submitted according to the instructions detailed in this Policy. Supplier responses not submitted in the required format, or in accordance with the instructions detailed in this Policy will not be considered.

The Terms and Conditions of Contract will be those included in the supporting documents or as otherwise determined by LGC. Unless otherwise agreed by LGC writing, the Suppliers' terms and conditions of contract will not apply.

Any forecasted quantities shown in the supporting documents are indicative and form no guarantees.

3. Validity of Response

Proposal submissions shall remain valid for a minimum period of 6 months from the date of receipt by LGC and the offer is irrevocable during this term. If you are chosen to progress to the negotiation stages, revised quotations will be deemed as a refreshed offer and will be valid for 6 months after receiving the details unless otherwise stated.

4. Confidentiality

All information supplied by LGC in connection with this Supplier Engagement is confidential and shall not be revealed at any time to any person or company except for the purposes of the preparation and submission of this proposal or the performance of any contract entered into by LGC.

5. Canvassing

Any Supplier who directly or indirectly canvasses any employee of LGC about the award of the contract or who directly or indirectly obtains or attempts to obtain information from any such LGC employee concerning this Supplier Engagement is liable to be disqualified.

6. Collusion and Inducement

Any Supplier who:

Fixes or adjusts the amount of their proposal by or in accordance with any agreement or arrangement with any other person; or

- A. communicates to any person other than the LGC contact the amount or approximate amount of their proposed bid; or
- B. enters into any agreement or arrangement with any other person that they shall refrain from bidding;

Shall (without prejudice to any other remedies available to LGC and without prejudice to any criminal liability which such conduct by a Supplier may attract) be disqualified.

7. Clarification

Proposal submissions have been evaluated LGC reserve the right to conduct further clarification with some or all of the participating Suppliers. This clarification may take the form of Supplier presentations, take up of references and and/or involve further negotiation. The purpose of such clarification is to ensure that all parties are clear of the scope of the project before entering into a legally binding contract.

Clarification does not form part of the evaluation process, however LGC reserves the right to review evaluation scoring if information is established that fundamentally alters the submitted supplier proposal.

8. Financial Risk

LGC has a duty to its Executive Leadership Team and Board to ensure that all commercial relationships are entered into in a responsible manner and takes very seriously the issue of

financial risk. In addition to the evaluation criteria used to assess the submitted proposal, LGC shall also conduct appropriate risk assessment of Suppliers financial standing. Should there be significant deterioration in financial strength during the life of the sourcing project, LGC reserves the right to exclude any Supplier from this exercise at any time.

9. Evaluation of proposal

An evaluation panel shall be formed from relevant disciplines across LGC. This panel shall evaluate correctly submitted proposals on the basis of price and quality criteria.

Please note that all questions are mandatory. If a question is not applicable to your organisation please write “not applicable” with an explanation as to why. LGC reserves the right to exclude your submission if sections are not completed to a standard that makes evaluation possible.

There are certain sections that carry a “pass” or “fail” score. If you fail to evidence and/or carry out the written instructions, or meet the required criteria for any of these sections, the remainder of your submission will not be evaluated.

10. Recommendation and Award

Following completion of the evaluation process and any clarification, the evaluation panel shall make a recommendation for contract award.

The award of contract shall be made in accordance with LGC’s Group Authority Levels and Authorisation of Expenditure process (QP2002), as amended from time to time.

All Suppliers shall be notified in writing of the outcome of their submission at the earliest opportunity. LGC may consider providing feedback to those Suppliers that were unsuccessful in the Supplier Engagement process, however there is no obligation upon LGC to do so.

11. Contract Period

LGC’s requirements for its selected contract period will be outlined to the supplier. This may be updated throughout the sourcing project and as such suppliers will be notified in writing of any changes.

Suppliers who wish to discuss potential alternative contract terms in addition to those stated should contact the named LGC representative. However it should be noted that LGC is unlikely to vary the selected contract period without demonstrable commercial advantage.

12. Price and Terms

Suppliers shall submit pricing completed in accordance with the pricing template provided, however if a different pricing model will provide a lower overall cost of ownership to LGC with an equivalent or improved service, please submit this as an alternative, detailing clearly the benefits both financially and in any other ways to LGC.



It is vital that Suppliers demonstrate value for money to LGC throughout their pricing model and provide details of the cost reduction strategies they are able to offer over the contract duration once their understanding of LGC requirements increases.

Flexibility by the service provider to meet the changing needs of LGC with respect to service requirements during the term of the contract will be a factor in the award of the contract.

All works will be billable monthly in arrears and payment will be made in line with LGC's standard payment terms, which are 60 days from the end of month of invoice.