* **Could you please clarify if the projects budget of £32,000 are inclusive or exclusive of VAT?**

The project budget is up to £32,000 exclusive of VAT.

* **With regards to the deliverables, the RFQ states that these are: 1) completed Commercial Response template; 2) separate response submission for each technical question (in accordance with the response instructions); 3) completed Mandatory Requirements (Annex 1) and 4) completed Acceptance of Terms and Conditions (Annex 2).**

**However, the order form, Appendix 2, states the Contractor’s tender response should be included within the appendix. Would it be acceptable to submit a response in a separate document that we can reference in Appendix 2 of the Order Form that incorporates the Commercial Response document as well as Annex 1 and 2 included in the RFQ? In this case our response would comprise the Order Form and an Offer document.**

The order form is designed to be completed after the project has been awarded.  It is there to show you what the contractual document would look like.  The form will be filled in by the supplier.  The tender specification written by the EA and the Contractors tender response will be copied into Appendix 2.  The Charges from the Commercial Response template will be copied into Appendix 3.

* **Appendix 4 in the Order Form appears unnecessary/irrelevant. Can we remove this from the returned Order Form?**

Appendix 4 is only used when the requirement is to use personal data in the project.  This will be removed if not used. Please do not remove from your response.

* **Unless the Environment Agency is already in possession of water company spot and continuous monitoring data there may be an impact on programme in the event that the project team need to obtain the data from water companies directly. Equally, water companies may place conditions on the use of such data that may be incompatible with the Environment Agency’s intended purpose. Is the Environment Agency aware of a water company that is prepared to make data available for the project purpose?**

The Environment Agency has access to spot sampling via OSM from the Water Companies, but continuous data would need to be sourced from the Water Companies.  This data can be documented as anonymous if needed.

We would help the supplier to liaise with the water companies. The Environment Agency has not been in contact with the Water Companies to ask for continuous data for this project.  It is hoped that as the supplier will be a third party, the water companies will be supportive with any asks for data and/or information.