**Interdisciplinary working through facilitated workshops: A Natural England Science Evidence and Evaluation (SEE) strategy case study.**

**15/08/2023**

**Request for Quotation**

**Interdisciplinary working through facilitated workshops: A Natural England Science Evidence and Evaluation (SEE) strategy case study.**

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email: **james.hoggett@naturalengland.org.uk**

Date: **12/09/2023**

Time: **12:00 noon**

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timetable**

**James Hoggett (**[**james.hoggett@naturalengland.org.uk**](mailto:james.hoggett@naturalengland.org.uk)**)** will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 15-08-2023 at 12:00 BST / GMT |
| Deadline for clarifications questions | 29-08-2023 at 12:00 BST / GMT |
| Deadline for receipt of Quotation | 12-09-2023 at 12:00 BST / GMT |
| Intended date of Contract Award | 19-09-2023 |
| Intended Contract Start Date | 25-09-2023 |
| Intended Delivery Date / Contract Duration | 27-02-2024 [5 months] |

**Section 1: General Information**

**Glossary**

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

|  |  |
| --- | --- |
|  |  |
| “Authority” | means **Natural England** who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

**Conditions applying to the RFQ**

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

**Acceptance of Quotations**

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

**Costs**

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

**Self-Declaration and Mandatory Requirements**

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

**Clarifications**

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

**Amendments**

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

**Conditions of Contract**

**The Authority’s Standard Condensed Terms and Conditions** (available at Procurement at Natural England - Natural England - GOV.UK ([www.gov.uk](http://www.gov.uk)) provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

**Prices**

Prices must be submitted in £ sterling, **inclusive of VAT**.

**Disclosure**

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

**Disclaimers**

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

**Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018, the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you, or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

**General Data Protection Regulations 2018**

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract, it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject unless the Authority is required by law to make such disclosures.

**Equality, Diversity & Inclusion (EDI)**

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

**Sustainable Procurement**

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf.

**Conflicts of Interest**

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

**Section 2: The Invitation**

**Specification of Requirements**

**Background**

Natural England is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and thrive for future generations to enjoy.

Natural England was formally established on 01 October 2006 following the successful passage of the Natural Environment and Rural Communities (NERC) Act 2006 through Parliament. We are an independent statutory Non-Departmental Public Body.

**Project background: priority places, the science evidence and evaluation strategy and interdisciplinary working.**

Natural England’s [Science, Evidence and Evaluation (SEE) strategy](https://publications.naturalengland.org.uk/publication/5027096999231488) set out how we will move from being an evidence-based organisation to being an evidence-led organisation. Evidence developed through research carried out for the SEE strategy suggests that creating the organisational conditions and opportunities for science led integrated working will assist in the inter-disciplinary application of science in uncertain real-world settings. This will enable staff to apply expert judgement, use the best available evidence, evaluate outcomes, and share knowledge. Natural England’s focus on priority place-based working (prioritising our efforts in places where we can achieve the most, including through others) potentially offers the organisational conditions and opportunities to develop greater interdisciplinary work.

Previous approaches to interdisciplinary placed based working within Natural England have included the use of the Ecosystem Approach as a way of identifying of the multiple benefits (environmental, social, and economic etc.,) projects can deliver. We also recognise that there are many other approaches and want this contract to help us deliver best practice.

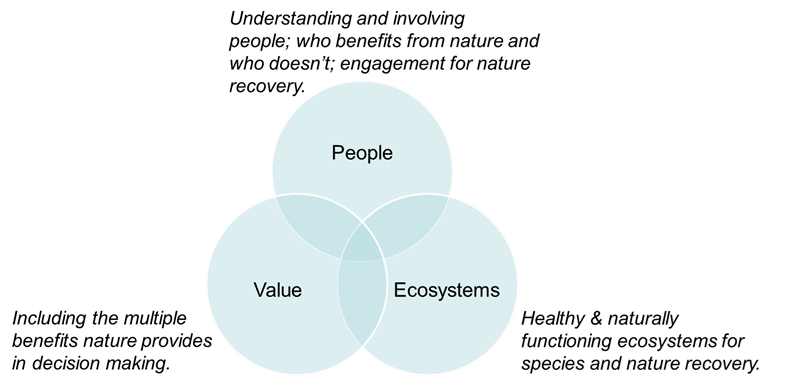


Figure 1. example of interdisciplinarity through the Ecosystem approach.

**Project purpose**

Natural England wants to develop an approach that assists project staff in identifying and planning delivery for multiple benefits in priority places. To achieve this, we want to use facilitated workshops with skilled facilitators who can support us to do two things. The first is to work with NE staff in workshops to help create an integrated vision for their priority place (identifying the multiple benefits it could deliver and how). The second is to develop best practice guidance for use by other priority place projects and staff in NE so that they can replicate the process to create their own project visions. In other words, the project is to design and facilitate an approach to interdisciplinary working that integrates different knowledge, values and evidence bases in NE staff to identify the multiple benefits priority place projects can achieve and the barriers and enablers to delivering them. The approach developed through the workshops to assist this working should be provided as guidance or a how to format to make it transferable so that it can be replicated by other priority place project teams.

**Project aims**.

Using the current priority places approach as an opportunity to develop interdisciplinary working within NE, this project will develop a ‘proof of concept’ study. The proof of concept we are seeking to develop is about how we can effectively identify, bring together and make the most of the diverse skills, values, evidence and knowledge Natural England staff have to create multiple benefits for priority places.

Working with staff from the Natural Capital, Economics and Social Science teams in NE, the contractor will facilitate workshops between them and staff from three different area teams (Norfolk and Suffolk, Thames Solent, and Wessex) on different priority place projects. Costs for travel and subsistence should be accounted for in tender cost (NE may be able to provide venues in their offices). Using relevant facilitation approaches based around robust visioning methods (e.g., foresight tools, visioning, systems mapping, scenario planning etc.,) the workshops will help staff collaboratively identify the multiple benefits the projects could deliver (people, ecosystem, value etc.,) and the enablers and barriers to delivery. Using this information, the workshops will then help staff to co-create priority place project skeleton visions that capture these benefits and the relevant resources required to achieve them across the short, medium, and long term for each priority place. Each workshop should also help to test and develop the method to develop best practice guidance to allow others to replicate the process in their priority places.

**Contract requirements**

To start this process, we want to commission a contractor to develop/design, facilitate workshops involving Natural England staff utilising relevant frameworks or approaches to facilitate interdisciplinary working (e.g., foresight tools, visioning, systems mapping, scenario planning etc.).

The required outputs from these workshops are: 1) a summary report of the integrated vision for each priority place, 2) replicable/best practice method/how-to guide to share across NE to allow others to be able to do this.

We envisage we will require three separate workshops (one for each of the three area teams) as well as potentially shorter follow up sessions to review/discuss workshop outputs. The three workshops should be designed to be delivered face to face in person (but flexible enough should online be necessary) while follow up sessions could be virtual. However, we are happy that the contractor proposes their own ideas and approach in the tender and a rationale for why that approach will best deliver the outputs required.

Project staff will be able to identify and invite workshop participants from each of the three priority place projects (and wider specialisms) and share relevant internal documentation to assist with workshop design/facilitation including priority place information. Natural England will also be able to provide venues for workshops if required by booking space in their offices.

**Outputs**

The project will be expected to generate the following outputs.

|  |  |
| --- | --- |
| **Deliverable reference** | **Deliverable detail** |
| Workshop design and development | Lead on the design (including approach, content, structure, and format) of the workshops. This should include meetings and communication with the project team so that we can agree at each stage. |
| Pre workshop materials and agendas | Contribute to the development of any materials including an agenda, to be sent to participants in advance of the workshops and anything required for the workshops. |
| Deliver/facilitate 3 workshops | Chair/facilitate/manage 3 workshops, one with each of the three area teams. |
| Summary report from each workshop (3 in total). | A summary report for each workshop outlining the skeleton vision discussed to enable delivery of multiple project benefits. |
| A step-by-step guide to the process of vision creation. | A step-by-step guide/tool kit (including evaluation/lessons learned) about how to create visions for a place that integrate different knowledge, perspectives, disciplines, and evidence bases. This guide should enable other area teams to undertake a similar process to assist with their priority place projects. |

These requirements will necessitate engagement with the project team throughout as well as review of key documents/sources of information and this should be built into submission and costs to enable adequate time for this.

| **Reference** | **Deliverable** | **Responsible Party** | **Date of completion** |
| --- | --- | --- | --- |
| MS1 | Contract and project inception meeting (discussion of design and identify dates for workshops) | NE staff/Contractor | End of September 2023 |
| MS2 | Agenda and materials for workshops | Contractor | October 2023 |
| MS3 | Carry out workshops | Contractor | November 2023 |
| MS4 | Produce summary report for each workshop (details of content in outputs and to be discussed with NE project team) | Contractor | End of January 2024 |
| MS5 | Produce a how to guide/step by step toolkit to enable the process to be replicated with other projects | Contractor | End of February 2024 |

This is the envisaged contract timetable although contractors may need to provide additional timetable detail or adapt this in line with their proposed methodology. Bidders should highlight any proposed deviation from this timeline within their bid. Any delays to this timetable during the contract should be immediately discussed with the Project Officer.

**Payment**

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Invoices can be submitted at intervals throughout the project on completion of the following project milestones:

**Payment schedule**

| **Milestone/deliverable number** | **Activity/deliverable required for payment** | **Payment percentage** |
| --- | --- | --- |
| MS1 | Initial inception meeting to agree final methodology approach to workshops | 30% |
| MS3 | Complete three workshops | 20% |
| MS4 | Workshop reports | 20% |
| MS5 | Step by step tool kit | 30% |
| **Total** |  | **100%** |

It is anticipated that this contract will be awarded for a period of 5 months to end no later than 27/02/2024**.** Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

**Evaluation Methodology**

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

Technical – **60**% Commercial – **40**

**Evaluation criteria**

Evaluation weightings are **60**% technical and **40**% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Methodology/approach | **3 Questions**  Q1 Provide details of your proposed approach to workshop design and facilitation based on the outcomes the project is seeking to achieve providing clear rationale.  Q2 Detail approach to analysing workshop discussions to create/capture skeleton project vision.  Q3 Provide information about how you would provide a step-by-step process guide that could help other area teams to develop integrated working.  (Combined 70% of technical score available) |
| Key personnel | **1 Question**  Q2 Provide details of the proposed project team and team structure that you intend to use to deliver this project. (30% of technical score available) |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | **1 Question**  Include detailed breakdown of costs to deliver the project in the Commercial Response Form. Should include staff costs by staff time. Natural England will be able to provide venues for the workshops delivered face to face but travel/subsistence costs etc for contractors should be accounted for (100% of commercial score available). |

**Technical (60%)**

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

**Please ensure that your application combines responses to the following questions into one document.** Within the document your response to each question should be clearly separated and labelled. Each question will be evaluated in isolation and scored against the criteria outlined above. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| **Methodology** | Detailed Evaluation Criteria |
| Q1.1 Provide details of your proposed approach to workshop design and required project outcomes. | Set out in detail each element of the methodology and how this will be carried out. This should include the approach, design and rationale proposed to meet the requirements of this project. Your response should:  ● Demonstrate a clear understanding of the nature of the requirements defined in the specification.  ● Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements within the funding time frame.  ● Provide a clear rationale and justification for the chosen approach.  ● Outline any support required from the authority (Natural England).  Evaluation criteria: Your response will be evaluated based on:  ● The inclusion of information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.  ● The extent to which the project is practical, achievable and cost-effective. |
|  |  |

|  |  |
| --- | --- |
| **Key personnel** | Detailed Evaluation Criteria |
| Q2.Provide details of the proposed project team and team structure that you intend to use to deliver this project.  **Responses should not exceed two sides of A4 (excluding CV's), and use Arial font, size 11.** | Provide details of the proposed project team and team structure that you intend to use to deliver this project. The response must demonstrate that the staff members (including any sub-contractors if appropriate) who will be assigned to delivery of this specific project have sufficient technical expertise across the broad range of skills required to deliver the project objectives including both generic skills and specific skills.  The information provided should include:  ● A short CV for each member of the proposed Project team, information on the amount of time input (days/hours) to this specific project, their roles, responsibilities, levels of seniority, the value added that they will bring to the project, their lines of reporting and their availability to do the work. We suggest this information should be provided in a table. The time input should match the staff days included in the cost proposal.  ● The name(s) of the individual(s) who will have overall management responsibility for the project and will report to Natural England’s project officer and the person who will be responsible for ensuring that the Project is completed satisfactorily. Please highlight this information in bold.  Your response will be evaluated based on:  ● The level and relevance of expertise and skills, provided by the Project team and sub-contractors and the value added delivered by this. This will consider expertise and skills in facilitation, interdisciplinary working, co-creation and guidance development.  ● The suitability and adequacy of the staff, the quantity of their inputs and their availability to do the work. |
|  |  |

**Commercial (40%)**

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x [40%] (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x [60%] (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

**Information to be returned**

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

**Award**

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

**Annex 1 Mandatory Requirements**

**Part 1 Potential Supplier Information**

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

**Part 1.1 Potential Supplier Information:**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

**Part 1.2 Contact details and declaration**

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

**Part 2 Exclusion Grounds**

**Part 2.1 Grounds for mandatory exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Part 2.2 Grounds for discretionary exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Annex 2 Acceptance of Terms and Conditions**

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_