**Request for Quotation**

**Ref:** ENV0004086C

**Title: Water benefit update**

**Section 1**

**Who is the Environment Agency?**

We are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our Website.

<https://www.gov.uk/government/organisations/environment-agency/about>

**What do we spend our money on?**

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

* Flood and Coastal Risk Management (design, construction and maintenance)
* ICT and Telecommunications
* Vehicles and Plant
* Environmental Consultancy and Monitoring
* Temporary Staff and Contractors
* Facilities Management, Energy and Utilities
* Flood Management and Water Related Services

**What do we need from our suppliers?**

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

<https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy>

**Government changes and collaboration**

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW).Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

**Further information**

For further information and to see our commitments to Diversity and Equality, please visit our website.

<https://www.gov.uk/government/organisations/environment-agency/about/procurement>

https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact - <https://www.gov.uk/browse/business/waste-environment>

Environmental Regulations - <https://www.gov.uk/browse/business/waste-environment/environmental-regulations>’

**Section 2**

**The Customer**

**Summary**

Anna Maria Giacomello, Economist Manager, Flood Research, Economics and Social Science (FRESS) team, FCRM.

The Economics team is a small but vital function that uses economic information and analysis to help protect and improve our natural resources, in a way that provides the best value for money for people and society. The team sits within the FCRM directorate but works across the whole of the Environment Agency to reduce flood risk, manage natural resources and regulate industry. The team’s top priorities are to value the impact of our activities on outcomes for people and the environment; to build a credible case for funding those outcomes and help the Environment Agency to make better-informed and consistent decisions.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for a period of four months to end no later than 31/03/22 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 advance of any work commencing and may be subject to further competition. Any amendment to contract prices for the extensions are to be by negotiation.

The Environment Agency Conditions of Contract for Research (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Agency by **Anna Maria Giacomello (****annamaria.giacomello@environment-agency.gov.uk****).**

## Contact Details and Timeline

Anna Maria Giacomello will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that both the question and the response will be circulated to all tenderers.

**Email:** **annamaria.giacomello@environment-agency.gov.uk**

**Mob: 07717225354**

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 8th of November23:59 |
| Evaluation of Request for Quote submissions | 12th of November  |
| Award of contract | 16th of November |
| Project/Contract end date | 31st of March |

It should be noted that these timescales and activities may be subject to change.

**Section 3**

## Evaluation Criteria

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

* Price – 60%
* Quality – 40%

Please note that for low value contracts a higher price weighting may be appropriate, but no lower than 60%.

The following quality criteria are weighted in accordance with the importance and relevance attached to each one:

|  |  |  |
| --- | --- | --- |
| ● |  Your proposed methodology and approach | 30% |
| ● |  Your level of knowledge and experience in using water values and NWEB in particular; and a clear understanding of the issues associated with them.  | 25% |
| ● | Your experience in designing and carrying out primary studies to elicit benefit values.  | 10% |
| ● | Your key personnel who will be directly involved with this contract. | 15% |
| ● | Your measurement of success in each of the deliverables. | 10% |
| ● | Your recent experience of carrying out similar contracts in terms of timeframe and asks. | 5% |
| ● | Management of sustainable impacts | 5% |

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

|  |  |
| --- | --- |
| **Rating of Response****The tenderer provides a response which in the opinion of the evaluators is:**  | **Score** |
| **Excellent:** Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Agency complete confidence that the requirements will be met. | 10 |
| **Very Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Agency high confidence that the requirements will be met. | 8 |
| **Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Agency reasonable confidence that the requirements will be met.  | 6 |
| **Satisfactory:** Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses, but gives the Agency some confidence that the requirements will be met.  | 4 |
| **Weak:** Partially addresses the requirements, or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Agency low confidence that the requirements will be met. | 2 |
| **Nil:** No response or provides a response that gives the Agency no confidence that the requirements will be met.   | 0 |

**Section 4**

**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 Pricing Schedule (Appendix A)
* completed Prior Rights Schedule (Appendix B)
* confirmation that terms and conditions are accepted (Appendix C. Please note that the terms cannot be amended later)
* details of proposed methodology
* details of analyses and uses of the NWEBs you have done
* details of projects done to elicit benefit values
* details of how you measure your success in each of the deliverables
* details of the personnel you are proposing to carry out the service, including CV’s of your key personnel
* details of how you propose to maintain continuity of personnel
* detail your recent experience of carrying out similar contracts

**Section 5**

**Specification**

# Background to the Requirement

Regulatory and public investment decisions on maintaining and improving the quality of the water environment must be based on a demonstration of the public value they will achieve. To ensure that our case for the public value of the water environment is convincing and powerful, we need to develop and maintain a strong evidence base that captures and values all the important benefits that will be delivered by our intervention. It is therefore essential that we update any economic value by using well established valuation techniques to ensure a robust valuation is provided. The Environment Agency has been a key user of water valuation across a number of policy areas. Over the last decade, the values that have been heavily used to monetise the changes in the water environment are those derived from the National Water Environment Benefit Survey (NWEBS) (NERA Accent 2007).

NWEBS values have been and are still crucial to a variety of the Environment Agency’s decision support tools and project/programme decision-making; just to mention few examples:

* NWEBS were central to the 2015 River Basin Management Plans, which carried out over 330 catchment appraisals of £28 billion worth of investment. This included setting objectives that underpin the Water Industry National Environment Programme investment (£5bn for 2019-2024) and the 25 Year Environment Plan goal for Clean and Plentiful Water
* NWEBS values were also used in deciding how to prioritise the £5.2bn FCERM budget
* Strategic business cases, including in the Spending Review applications for 2019, 2020, and 2021 where NWEBS use is standard practice
* NWEBS have been used to assess the penalties that are applied following a pollution incident
* Values are evidenced in project design options appraisal e.g. when creating new fish passes
* Strategic scenario-based/options appraisals e.g. water story, climate change, distributional analysis, job creation
* Programme optimisation for work such as the environment programme

In addition to the EA’s applications of the NWEBS, there are many more in Defra decision making; and crucially the NWEBS values appear in the HMT recommended approach to environmental valuation via the Enabling a Natural Capital Approach (ENCA) guidance and so also the Government’s Green Book.

The strength of NWEBS is its ability to provide a national level assessment of the non-market value of improving the condition of our water bodies towards good ecological status and to underpin local assessment of the proportionality of the costs required to achieve good status for any individual water body, as required for setting water body objectives in the River Basin Management Plans (RBMPs). This approach has been broadly accepted by a wide range of stakeholder organisations who participated in commissioning the original NWEBS study and subsequently in its application to the current RBMPs.

These strengths are important, however there are still underlying problems with the NWEBS in that they:

* Have some intrinsic weaknesses
* do not answer completely the questions we need them to
* practitioners continue to stretch them beyond what they were designed for, and
* practitioners tack on extra valuations to the NWEBS values when these cannot be stretched to meet their need e.g. groundwater valuation and wetland creation.

The intrinsic weakness of the NWEBs are as follow:

* **Scale disaggregation -** The primary objective of the research project that produced the NWEBS values was to support the completion of the Regulatory Impact Assessment by providing the potential non-market benefits associated with the implementation of the WFD. So, the optimal scale the NWEBs should be used at is at a national or at best a river basin district scale. Any use outside these scales has been a stretch from its original design. Therefore, a more systematic approach of how to disaggregate the average national values at a local scale to capture the local characteristics of a site should be researched; so that sites of special habitats can be better valued.

* **Distribution –** The NWEBs doesn’t make the link to beneficiaries of improvements. There is no way to use NWEBs to drive and kind of levelling-up agenda. Having local values for smaller scale water initiatives as well as being able to estimate values for different societal groups (e.g. by income) could change the way that policy finds are directed towards societal groups.
* **Potential underestimation of damages to water -** The NWEBs were designed to measure only improvements in the water bodies, deterioration was not an option in the context of the WFD’s targets. This means that any later use of the NWEBs to estimate negative changes in the water environment has potentially produced underestimations
* **Incremental change -** NWEBS were designed to capture the value of change in the overall water body status from one defined status class to the next above. However, there are many decisions that require us to value changes in a subset of the elements of water status, or in an incremental change that does not cross status classes, or a change in pressure on the water environment that cannot readily be equated to a change in status class. Pragmatic approaches have been taken to assess these incremental changes, but they have little scientific or social-economic evidential underpinning and this is a major evidence gap that we should urgently address
* **Age of data –** NWEBS values were first derived in 2007, although since updated, so reflect preferences from fourteen years ago which cannot be assumed to have remained entirely stable.

In addition, there are aspects of the water environment, the NWEBs are not fully capturing, which include:

* **Ecosystem services framework** – NWEBs values recreation, amenities and non-use values, but they do not include other wate related benefits covered in the Ecosystem Services Framework such as the provisioning and regulating services (e.g. flood, carbon sequestration and biodiversity).
* **Quantity of water –** The NWEBS focus on quantifying the value of changes in water quality more than water quantity and we need to be able to also value changes in quantity and especially the environmental impacts of over-abstraction of water.
* **Health impacts of blue space -** Spending time around water is consistently shown to lead to significantly higher mental health benefits than green space does, and studies also show that living near the water can also help mitigate health inequalities. We would like to see more of this research, as we know that the water environment offers opportunities in urban settings (where nature connection is often relatively limited) to mitigate health inequalities and connect people to nature for their health and wellbeing. The evidenced mental health benefits relate to the presence of water not its condition and the NWEBS value quite subtle changes in water quality, largely unobserved by the casual visitor or resident.
* **Chemicals -** The chemical aspect was not completely captured by the NWEBs. It would be incredibly useful to understand the damage costs of particular pollutants, understand the linkages between the amounts of a pollutant released at its source; the concentration that this leads to in the water environment; the physical, chemical, biological and ecological effects this concentration has, and finally the valuation of those effects. This would be much more adequate than the use of NWEBS in determining the appropriateness of the IED derogations’ application; and in carrying out the new responsibilities the Environment Agency has in the context of REACH.
	+ New emerging threats to the water environment (e.g. microplastics, chemical and pharmaceutical compounds) also present a significant challenge to our valuation of the water environment. These pollutants may have major implications for the state of our water environment and the benefits we derive from it, yet there is little scientific understanding of the potential impacts and we lack the tools to appraise the benefits of interventions to address potential harms in a situation of great uncertainty.

NWEBS are also only part of the equation when it comes to improving the water value that we use. To fully improve the water values, we cannot only look at how to update the NWEBS, we need also to see how the physical marginal change should and can be expressed so that it can be related back to both the actions required to improve the water environment and the ways people think and perceive the water environment. Metaphorically we cannot redesign a plug without thinking if and how to change the sockets where the plug needs to be plugged into.

The ultimate aim of this work is to provide a better set of evidence on water benefits that will support the design of more effective policies, the formulation of more robust business cases, and the achievement of an even better value for money to improve the water environment.

There is a clear need to better articulate and capture the full value of changes in the condition of the water environment. To do so, first, there is a need to understand what aspects of water we want to value. Not everybody is looking at the same aspects, some users/practitioners are interested in changes in water body status, other to individual changes in the water components, other to the change in water quantity, and changes in the provisioning services of the water environment.

To have a complete picture of what changes in water environment we are after, a better understanding of the users’ needs is required:

* Who are the users, practitioners?
* What question each of them are trying answer now and in the near future?

Only after the overall picture is clear, we will be able to start looking at how best to update the NWEBS values and how and whether to integrate them with an additional set of values.

A full gap analysis will be required, but especially the identification of a set of alternative options to address the gaps individually and in their entirety. The set of options will have to look at different level of budget constraints; and a swot analysis will be provided for each of the options.

A challenge that will require particular attention and consideration is how best to express the physical changes in the water environment so that their values can be fully captured by the updated NWEBS values and potential additional water values. People’s way to perceive the water environment cannot always translate in the way practitioners would like to measure the changes in the water environment.

The stakeholders are the practitioners and policy makers involved in improving the water environment; starting from the stakeholders that were involved in the development of the original NWEB.

# Specific Objectives/Deliverables

Before carrying out a gap analysis of the current NWEBS, with suggestions of how to fill these gaps, a full engagement with all the relevant stakeholders (i.e. Defra, EA, NE, etc.) will be needed to ensure both practitioners’ and policy maker’ view are captured in shaping the best way forward. The research will also need to include an initial consideration of how to best represent the physical change in water so that it can be easily linked back to how people perceive water and therefore value it.

The specific objectives for the work are to:

* Identify all the users; engage with both practitioners’ and policy makers to ensure their views and needs regarding water values of both now and in the future are captured. (i.e. what are the questions the users would like to answer?)
* Identify the gaps associated with the NWEBs values.
* Start assessing whether the physical changes in the water environment we need to value in order to prioritise our actions can be linked back to how people perceive the water environment.
* Fill the evidence gaps proposing a range of options which might go from a simple update of the NWEBs value to a completely new set of water values, with an associated SWOT analysis for each of the options and costs associated with them.
* Based on the gap analysis’ findings a project scope will be produced for the next work phases including different way forward based on the range of options identified.

**Deliverable:**

A report which will include:

* Stakeholder identification and engagement (Water benefit overall picture) – A chapter, which summarise the findings from individuals and group discussions with the stakeholders to understand their needs both now and in the future for a better water valuation. By identifying all the users and their needs, this report will provide a complete picture of what the need for water values are. This will be the base on which the gap analysis will form.
* Gap Analysis - A chapter which outlines the findings of the gap analysis into the current water values compared to the overall needs identified in the engagement phase; this will include also initial recommendations of how the different physical changes in the water environment could be linked back to how people perceive the water environment and what additional work might be required.
* Future project Scope – Based on the findings of the gap analysis, this chapter will make a number of alternative suggestions on how to fill those gaps; these could range from simply enhancing existing water values to develop new ones. Each of the suggested options will include a swop analysis and an estimation of the cost.

### Timescales/Deadlines

|  |  |
| --- | --- |
| Draft product development | 11/02/2022 |
| Draft product quality assurance | 18/02/2022 |
| Final product development | 11/03/2022 |
| Final product quality assurance | 18/03/2022 |
| Final product completion and sign off | 31/03/2022 |
| Publication of final output | 22/04/2022 |

### Skills of Personnel Required

* The know-how to design and carry out range of valuation methods and techniques.
* Very good numerical skills and ability to analyse data

# Excellent Communication skills (written and verbal)

* Ability to work collaboratively and share knowledge
* Innovative and creative

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency by **Anna Maria Giacomello.**

The project will be managed through regular project review meetings to discuss progresses, challenges, and findings. The report/s will be revised and assured at different stages of the project’s life.

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

We want to be invoiced after main milestones have been completed. 20% of the value of the project will be paid at the end of the project.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager, on request. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

**Section 7**

**Sustainability Considerations**

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society and it is intent on raising awareness amongst industry and commerce.

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

* + - Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post-consumer waste and printed double sided.
		- Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
		- Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
		- Efficient Energy and Water Use.
		- Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the onsite facilities officer.
		- Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

**Diversity and Equal Opportunities**

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities.  As a public body, we publish regular information about what our equality objectives are and how we’re meeting them.

<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

**Health and Safety**

Contractors will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

**IEM2020:**

## Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

**Supply chain**

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system; driving environmental performance improvements across the value chain.

## Section 8

### Additional Information

### Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

### Accuracy of documentation

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Environment Agency for any omission or errors in the documentation which could have been identified by you.

### Amendments to documentation

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

### Alternative Offers

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

## Continuity of personnel

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced.

## Intellectual property rights

All results, including material and tools produced, developed or paid for under this contract shall be the property of the Environment Agency.

## References

The Environment Agency may request recent and relevant references prior to the award of the project.

**Contract award**

This Request for Quote is issued in good faith but we reserve the right not to award any or all of this work.

### DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

## Protection of personal data

In order to comply with the Data Protection Act 1998 the Contractor must agree to the following:

* You must only process the personal data in strict accordance with instructions from the Environment Agency.
* 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.

# APPENDIX A - PRICING SCHEDULE

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

**Staff Costs**

Please detail the day rates of your proposed personnel in the table below for each of the tasks.

(Please also advise how many hours you constitute a working day)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title/Grade**  | **Day Rate** | **No of Days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  | £ |  |

**Other costs**

Please state any other costs that will need to be taken into consideration.

|  |  |
| --- | --- |
| **DESCRIPTION** | **COST** £ |
| **1. Other costs (please detail)** |  |
| **2. Other costs (please detail)** |  |
| **3. Other costs (please detail)** |  |
| **TOTAL**  |  |

**Discounts, rebates and reductions**

Please detail below any discounts, rebates and other reductions you are prepared to offer and the basis of those incentives

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT**£ |
|  |  |
|  |  |
|  |  |
| **TOTAL**  |  |

**Total Overall Cost**

Please detail the total fixed cost for the project

|  |  |
| --- | --- |
| **ITEM** | **TOTAL AMOUNT**£ |
| **Staff Costs** |  |
| **Other Costs** |  |
| **Discounts/reductions** |  |
| **TOTAL Overall Cost** |  |

The following limits will be applicable to all claims for travel and subsistence under this contract:

1. Travel by rail: standard class should be used at all times
2. Travel by car: 45 pence/mile

Hotel bookings should be made through the Environment Agency’s corporate travel contract. Details of this contract are available from the Corporate Contracting Team.

When making reservations you should state that you are a contractor working on Environment Agency business.

Hotel charges must not exceed a maximum limit per night bed and breakfast (VAT included) of: £140 in London; £100 in Bristol; £90 in Warrington; £85 in Reading; £75 in Aberdeen, Birmingham, Belfast, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Sheffield and York; and £70 in all other destinations. Please note that these hotel ceiling rates are subject to change throughout the life of the contract.

Expenditure on dinner during an overnight stay must not exceed a maximum limit of £25, including a drink.

Receipts for all rail travel, hotel and food expenses will be required as proof of expenditure and will be reimbursed at cost. No profit or additional cost shall be applied by the contractor to such personal expenses.

**APPENDIX B - PRIOR RIGHTS SCHEDULE**

Details of Prior Rights held by the Parties (To be updated as Rights are introduced during the period of the Contract)

Prior Rights owned or lawfully used by a Party, whether under licence or otherwise, which it introduces to the Project for the purposes of fulfilling its obligations under the Contract

Held by the Environment Agency

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project**  | **Proprietary owner of the Prior Rights** |
|  |  |  |
|  |  |  |
|  |  |  |

Held by the Contractor

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project**  | **Proprietary owner of the Prior Rights** |
|  |  |  |
|  |  |  |
|  |  |  |

**Explanation of Contractor's Prior Rights**
All Intellectual Property Rights owned by or lawfully used by the Contractor, whether under licence or otherwise before the date of this Contract. It can also mean any invention and know how or other intellectual property (whether or not patentable) owned by one of the parties prior to the commencement of the Project, or devised or discovered by one of them only in the course of other projects during the Project period and not arising directly from the Project.

**APPENDIX C – ACCEPTANCE OF TERMS AND CONDITIONS**

I/We accept in full the terms and conditions named in Section 2 and appended to this Request for Quote document.

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

Name

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

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

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

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