Request for contract

Hoveton Wetland Restoration Project Request for Auditor Contract

Request for auditor contract

Date: March 2023

BURE LIFE/14/NAT/000054



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Request for Quotation

Auditor specification for the Bure LIFE EU LIFE+ funded project

for the period September 2015 – June 2023

Auditor Contract – Hoveton Wetland Restoration Project

March 2023

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: [chris.terry@naturalengland.org.uk](mailto:chris.terry@naturalengland.org.uk)

Date: 31st March 2023

Time: 17:00

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

Mr Chris Terry 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.

|  |  |
| --- | --- |
|  | Date |
| Date of issue of RFQ | **13th March 2023, 09:00** |
| Deadline for clarifications questions | 22nd March 2023 17:00 |
| Deadline for receipt of Quotation | **31st March 2023 17:00** |
| Intended date of Contract Award | 17th April 2023 |
| Intended Contract Start Date | 24th April 2023 |
| Intended Delivery Date / Contract Duration | **24th April 2023 to 30th June 2023** |

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 standardcondensed terms and conditions will be 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 w**i**th a publication threshold of£12,000inclusive 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

A requirement of the funding from the European Commission is to appoint an Auditor for the project. The auditor will undertake a Financial Audit of the project before the end of the project, 30 June 2023. The audit will cover the expenditure of the project for the period September 2015 to June 2023. The audit report will be submitted to the European Commission, along with the project’s final report and statement of expenditure and income, at the end of September 2023.

The purpose of the audit is to provide the European Commission with an independent opinion on the accuracy of the project’s statement of expenditure and income in accordance with the Article I.9 and Article II.27 of the [Grant Agreement](https://cinea.ec.europa.eu/system/files/2021-03/Model%20grant%20agreement%202020.pdf), the provisions of the European Union Financial Regulation, the national legislation and accounting rules and in relation to the forecast for the project. The audit will cover the use of funds from all sources of financing.

The checks are to be carried out on the basis of the supporting documents relating to the project. It does not include checking the accounts of the public body (Natural England) themselves.

The audit needs to be undertaken in accordance with the Commission’s audit methodology and presented in the Commission’s audit report template. These are both provided in the LIFE Independent Audit Report template available on the [LIFE website](http://ec.europa.eu/environment/life/toolkit/pmtools/life2014_2020/tor_financial_statement.htm). **This website must be checked to ensure the most recent template/guidance is used before commencing work.**

The audit report is only considered complete if the auditor in their conclusion of the audit report clearly states whether or not the Financial Report is in compliance with the Common Provisions, the national legislation and accounting rules.

**Location of work**

The work can be carried out remotely or at the NE office at Norwich

Project files and records that support the statement of expenditure are held in the Natural England offices at Natural England, Dragonfly House, Norwich, NR3 1UB or can be shared and stored electronically via access to a SharePoint site.

The CGI payroll system, formerly Logica payroll system, is maintained and managed by SSCL and is used to make salary payments to Natural England staff. SSCL provide a reporting toolwhich can be used by Natural England’s finance team to report salary payments. This reporting tool is available through Elle Padfield the NE External Funding Finance Business Partner.

Original payslips are held by SSCL (Shared Services Connected Ltd) who manage the payroll for Natural England. However, these documents can be requested in advance of the audit if required.

**Previous experience and timescales**

The Auditor appointed should:

* Have experience of auditing European Union financed projects, ideally EU LIFE funded projects.
* Be able to schedule the audit and submission to the timescale prescribed and in the report format required by EU LIFE (see section 4).

**Scope**

The purpose of the audit is to provide the European Commission with an independent opinion on the accuracy of the final statement of expenditure and income of the BureLIFE project. This needs to be undertaken in accordance with the Common Provisions, the provisions of the European Union Financial Regulation, the national legislation and accounting rules and in relation to the forecast for the project. The audit will cover the use of funds from all sources of financing. It does not include checking the accounts of the public body (Natural England) themselves.

1. **Outputs and Management**

Please note this work is scheduled for the May/June 2023/24.

* w/c 24 April - short prelimary tele-call meeting
* w/c 2 May 2023 – Inception Meeting, Norwich – to discuss schedule of works, any updates or changes/amendments to the LIFE audit guidance, provision of information etc. prior to commencing the audit of the project.
* W/C 8th May 2023 auditor to provide Project Officer the sample of evidence required (and in what format).
* w/c 30 May 2023 – majority of project information available for audit (hard copies in Norwich.
* w/c 5 June 2023 – all project information available for audit including hard copies in Norwich.
* w/c 26 June 2023 - signed, final audit report submitted using the European Commission’s latest audit report template. The final audit should be sent electronically to the Project Officer and three copies should be provided, bound and printed~~.~~

**Contract Management**

The contact is Chris Terry, Natural England, Dragonfly House, Norwich, NR3 1UB – Tel: 07500 854356

Managing performance is important, the contractor is expected to maintain regular contact with the project officer in particular meeting the key milestones outlined above.

1. **Methodology**

The audit methodology is outlined in the Commission’s LIFE Independent Audit guidelines (the LIFE website should be checked for the latest version). See [Model terms of reference for the certificate on the financial statements](http://ec.europa.eu/environment/life/toolkit/pmtools/life2014_2020/tor_financial_statement.htm) for complete methodology.

The Auditor designs and carries out his/her work in accordance with the objective and scope of this engagement and the procedures to be performed as specified below.

Verification of the implementation of the project on the basis of an examination of the coherence between the Grant Agreement (and any supplementary agreements) and the project documents. The actions carried out and the declared expenditure will be compared with the actions set out in the Grant Agreement and the provisional budget.

Verification of the eligibility of the declared costs based on the following criteria:

The costs:

* are identifiable and verifiable
* have been provided for in the provisional budget of the project or have been authorised through an amendment to the grant agreement
* are directly linked to, and necessary for carrying out the project
* are reasonable and cost-effective ([[1]](#footnote-1))
* have been incurred during the lifetime of the project
* have been recorded in the beneficiaries’ accounts or tax documents
* have been paid (with the exception of the invoice from the independent auditor)
* are in accordance with the Common Provisions for the LIFE+ Programme.

VAT amounts:

* are supported by a statement from the competent national authority or by a recent VAT statement.

***Verification of the declaration of all project income***

The audit will focus on:

interest on pre-financing payments

all sources of co-financing

other income (sale of products, services and publications, etc.).

For public organisations only :

if the co-financing and the salaries of civil servants/long term staff complies with the common provisions

***Verification of the origin of the participants’ financing***

* Verification that the project does not benefit either directly or indirectly from support from the Structural Funds or other Community financial.

**Your Tender Bid:**

Please demonstrate the methodology you would use to provide this service and the amount of time required for each task, highlighting

1. **Experience**

Provide details of previous experience your company and the staff to be assigned to the contract have of auditing similar projects, including whether you have specific experience of auditing EU LIFE funded projects. Please provide CVs for all staff.

**b) Quality Control**

Explain in full the nature of the requirement and details of quality control procedures that will be used to ensure contract objectives and deliverables are met.

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.

It is anticipated that this contract will be awarded for a period of two months. 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

**Contract Award Criteria**

The information received in your tender submission will be evaluated against the following contract award criteria and weightings:

The quality scores shal be split as follows:

Commercial 50%

Methodology 18%

Experience 18%

Project/Contract Management 12%

Sustainability 2%

The award of contract will be made to one supplier on the basis of the most economically advantageous option. The decision will be based on the contract award criteria detailed in this document.

Scoring Criteria is as follows, definition for which are in the following table.

Methodology – Minimum score criteria – 70

Experience – Minimum score criteria – 70

Contract Management – Minimum score criteria – 70

Sustainability – Minimum score criteria – 50

|  |  |
| --- | --- |
| **Scoring - Quality Criteria** | |
| **Rating of Response** | **Score** |
| Very Good or Fully Compliant Submission:  meeting all requirements and is fully explained in comprehensive detail. | 90 - 100 |
| Good or Fully Compliant Submission:  meeting all the requirements and is explained in reasonable detail. | 70 – 80 |
| Satisfactory or Compliant Submission:  meeting the essential requirements and is explained in adequate detail. | 50 – 60 |
| Weak or Partially Compliant (Minor issues) Submission:  falls short of requirements in some areas and is poorly explained. | 20 – 40 |
| Unacceptable or Non Compliant (Major issues) Submission:  fails to meet requirements and is not explained. | 10 – 20 |

1. **Pricing Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Staff costs | | | | Travel and Subsistence (£) | Any other costs (£) | Price (exc Vat) (£) |
| **Grade** | **Day rate** | **No. Days** | **Total Cost** |
| Initial call |  |  |  |  |  |  |  |
| Inception meeting |  |  |  |  |  |  |  |
| Sample Testing |  |  |  |  |  |  |  |
| Site visit if required |  |  |  |  |  |  |  |
| Production of signed off report |  |  |  |  |  |  |  |
| Any other costs |  |  |  |  |  |  |  |
| Cost |  |  |  |  |  |  |  |
| VAT |  |  |  |  |  |  |  |
| Total Cost |  |  |  |  |  |  |  |

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:

* Written bid highlighting
* Experience of auditing EU LIFE projects in the past
* Confirmation you can meet timescales outlined in section 4
* The methodology you would use to provide this service and the amount of time required for each task, highlighting experience & quality control
* CV’s for your staff
* 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'.

**Contract Management**

The contact is Chris Terry, Natural England, Dragonfly House, Norwich, NR3 1UB – Tel: 07500 854356

Managing performance is important, the contractor is expected to maintain regular contact with the project officer in particular meeting the key milestones outlined above.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. To be assessed in particular on the basis of the tendering and selection procedures for suppliers or service providers. [↑](#footnote-ref-1)