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**Request for Quotation**

Developing best practice for managing the health and welfare of rewilded livestock

11/10/2023

**Request for Quotation**

Developing best practice for managing the health and welfare of rewilded livestock

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: helen.donald@naturalengland.org.uk

Date: 03/11/2023

Time: 12 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**

Helen Donald 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 | 11 Oct 2023 11:00 |
| Deadline for clarifications questions | 23 Oct 2023 17:00 |
| Deadline for receipt of Quotation | 03 Nov 2023 12:00 (noon) |
| Intended date of Contract Award | 10 Nov 2023 |
| Intended Contract Start Date | 10 Nov 2023 |
| Intended Delivery Date  | 05 April 2024 |

**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** 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, inclusiveof 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**

1.0 Background

1.1 Natural England

Natural England (NE) is the government’s advisor on the natural environment. We are evidence-led and 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.

1.2 Rewilded livestock

Conservation grazing using hardy, traditional breeds of livestock to manage grass and heathland is an increasingly common ecological tool. More recently, there has been growing interest in the use of large herbivores, including exotic species such as European bison and water buffalo, as proxies for extinct species due to their similar ecosystem functions and potential to enhance biodiversity by re-engineering landscapes. These animals have been referred to as 'rewilded livestock' and their management presents a number of novel challenges:

* Firstly, the status of such animals is ambiguous, falling into a grey area between domestic livestock and free-living wild animals.
* Secondly, some animals are being sourced from zoo collections and then released into large enclosures where contact with humans is minimised in order to encourage natural behaviours.
* Thirdly, owners are often conservation organisations whose knowledge of, and attitudes to, livestock health management may be very different to that of traditional farmers.

The use of rewilded livestock could deliver substantial benefits to landscapes, ecosystems and biodiversity that could help achieve the Government and Natural England's targets for the natural environment ([[1]](#footnote-2)). However, there is no accepted best practice in terms of how the health and welfare of rewilded livestock should be managed. Herd health planning for traditional livestock on farms uses targets based on the animals' production value (e.g. milk yields, carcass weight) but such metrics are not appropriate to animals kept for conservation purposes. Guidelines for the care of domestic livestock used for conservation grazing have been previously published, [A Guide to Animal Welfare in Nature Conservation Grazing (rbst.org.uk)](https://www.rbst.org.uk/Handlers/Download.ashx?IDMF=8ef4244f-3b6f-4499-ba6d-f331f0e749ff). However, these guidelines are now more than 20 years old and do not adequately reflect the current regulatory landscape and neither do they consider the unique management challenges relevant to rewilded livestock. This includes: the breed behaviours, challenges in handling wild or semi-wild animals or the additional legislative requirements (such as Dangerous Wild Animals Act, 1976). In particular, conservation owners may not understand or fully consider the disease risks to sympatric wildlife, humans and domestic livestock associated with the release and 'light touch' management of animals sourced from zoos or imported wild animals.

The aim of this project is to engage with relevant stakeholders in order to develop a set of best practice guidelines which comply with legal requirements and optimise the health and welfare of rewilded livestock without risk to sympatric animals and humans. Stakeholder engagement and participation in the evidence gathering and policy development process is a central aspect of the project and will ensure that the guidelines developed are perceived by stakeholders to be inclusive, transparent and evidence-led. In addition, this should lead to greater understanding of wildlife disease risks and mitigation, and of the regulatory framework including Natural England’s licensing process, whilst building positive perceptions and supportive collaboration of such initiatives.

The project will be led within Natural England by a steering group comprising a wildlife vet, a social scientist and a licensing expert. It is envisaged that the project will comprise a two-step process: 1) primary research with a sample of key stakeholders to capture their views and perspectives on the issues and 2) a multistakeholder workshop to test the knowledge and views generated in the first step and comprising stakeholders such as veterinary surgeons, eNGOs, licensing practitioners etc. in order to develop appropriate best practice guidelines. The final output will be reports to Natural England, with recommendations for use by Natural England's licensing and area management teams, and to stakeholders. For budgetary management, this project should be completed by the end of March 2024.

2.0 Contract Requirements

This project is for the planning/development, chairing/facilitation, analysis and reporting of discussions with stakeholders on the health and welfare management of rewilded livestock, and development of appropriate best practice guidelines, between November 2023 and March 2024. Specific goals for NE are:

1. to be more engaged with stakeholders before the point they come to NE to discuss licence applications
2. to make stakeholders aware of the balanced considerations required around risks to wildlife health vs ecological benefits
3. to ensure that NE is seen as evidence-based, expert and collaborative.

2.1 Outputs

This contract holder is expected to:

* Identify and engage with relevant key stakeholders
* Create a stakeholder and system map for rewilded livestock health and welfare
* Design (including content, structure, format, supporting materials) stakeholder surveys, workshop(s) and/or interviews and/or questionnaires that explore: current knowledge of the relevant legal and licensing framework, attitudes to animal health and welfare, aspirations and expectations of rewilded livestock, perceived hurdles to implementation
* Lead/facilitate workshops/interviews
* Analyse, clarify and synthesise stakeholder discussion and responses
* Build a network of engaged stakeholders
* Develop workable best practice guidelines for stakeholders and NE that meet health and welfare requirements, including regulatory, without compromise to ecosystem goals
* Report and recommend to Natural England's project manager at each stage and on completion of the project (at least monthly)
* Provide a draft report for feedback and final report which incorporates comments from the Natural England's steering group in a format ready for publication on completion of the project
* Communicate findings and recommendations to stakeholders via report and a webinar or similar

The project team will need to include an experienced livestock veterinary surgeon and an ecologist who understands the context and background to rewilding projects, and facilitators/interviewers who can discuss the issues with stakeholders with insight and authority.

3.0 Tender process and requirements

3.1 Quotation submissions

A completed submission should include the following items:

* your proposed methodology and evidence for how this meets the quality criteria set out below
* your proposed pricing structure - covering the items set out below in the price section (staff costs and expenses)
* your proposed timing plan - given the prospective start date set out below
* a consideration of risks and mitigations

3.2 Quotation criteria for evaluation

The quotation will be evaluated as set out in the Request for a Quotation document and at 5.0 below.

3.3 Quality measures

Evidence should be submitted in a Word document or equivalent. Please do not include any price information in this section. You should submit evidence for each of the following quality criteria. There is no word limit but please be as succinct as possible in your response.

3.3.1 Relevant staff experience

Briefly describe your career background, or the background of the staff that will be allocated to the project, including:

* academic qualifications
* current role
* experience of working on similar projects or knowledge of the subject areas

The team should include a livestock veterinary surgeon and ecologist

3.3.2 Methodology

Briefly describe the proposed methodology you would use for each element of the project with a full explanation and rationale.

3.3.3 Pricing

A cost breakdown should be provided using an Excel spreadsheet. The quote should be in £ sterling inclusive of VAT and should include a breakdown of costs specifying staff days and expenses, including: travel, subsistence, room hire, software licensing, printing and materials etc.

* 50% to be payable on submission of draft report and supporting documents
* 40% on final report and supporting document completion
* 10% on delivery of report and webinar to stakeholders

3.4 Timing

Please provide a detailed timing breakdown in your submission indicating anticipated stages of the project and confirm you have resource available to meet the following indicative dates:

* Purchase order received for contract start date on or within two weeks of November 11 2023
* Draft report and supporting documents by Friday 05 April 2024
* Final report and supporting documents by or within one month of Friday 05 April 2024

Appropriate allowance should be made for staff absences and public holidays.

3.4.1 Timing outline

Request for Quotations issued 09/10/2023

Deadline for clarification questions 23/10/2023

Deadline for receipt of proposals 03/11/2023

Intended date for contract award 10/11/2023

Intended contract completion 05/04/2024

3.5 Risks

Please detail any risks to the project such as delivery dates, staff availability, data management, stakeholder relationships, reputational risk to Natural England etc. that could impact on the success of the project if not managed appropriately, and suggested mitigations that will be put in place.

**4.0 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 may be issued by the supplier as per the timing at 3.3.3.

It is anticipated that this contract will end no later than 05/04/2024. 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.

5.0 Evaluation

5.1 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%

The contract will be awarded to the tenderer will be the highest combined technical and commercial score.

Responses should not exceed two sides of A4 (excluding CV's), and use Arial font, size 11.

|  |  |  |
| --- | --- | --- |
| Award Criteria and weighting | Criteria | Weighted Question |
| Technical (60%) | Methodology/approach | 4 QuestionsQ1 Provide details of your proposed approach to research design and facilitation based on the outcomes the project is seeking to achieve providing a clear rationale. Q2 Detail your approach to analysing and implementing your research findings.Q3 Provide information about how you would develop and provide best practice guidance for the health management of rewilded livestock Q4 Detail how you would deliver your findings and recommendations to NE and stakeholders.(Combined 70% of technical score available) |
| Key personnel | 1 QuestionProvide 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%) | Commercial Model | 1 Question Provide a detailed breakdown of costs to deliver the project in the Commercial Response Form. This should include staff costs and details of anticipated expenses. (100% of commercial score available). |

5.2 Evaluation scoring

5.2.1 Technical (60%)

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

|  |  |  |
| --- | --- | --- |
| Description | Score  | Definition |
| Very good  | 100 | Addresses all of NE’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives NE complete confidence that all the requirements will be met to a high standard.  |
| Good | 70 | Addresses all NE’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives NE 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 NE 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 NE that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives NE no confidence that the requirement will be met.  |

Please ensure that your application combines responses to the 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 detailed criteria outlined below. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| Methodology - detailed evaluation criteria for Q1 to Q4 |  |
| ● 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 Natural England 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 the project. ● The extent to which the project is practical, achievable and cost-effective.Key personnel - detailed evaluation criteria |  |
| 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. 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 delivered by this.

● The suitability and adequacy of the staff, the quantity of their inputs and their availability to do the work.

5.2.2 Commercial (40%)

The Contract is to be awarded as a fixed price which will be paid according to the completion of the outputs 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 used in the delivery of this requirement.

5.3 Calculation Method

The method for calculating the weighted scores is as follows:

5.3.1 Commercial

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

5.3.2 Technical

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

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 via a Purchase Order.**

**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 convictedIf 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Particularly: D4: Relative abundance and/or distribution of widespread species and D5: Conservation status of our native species [↑](#footnote-ref-2)