Request for Quotation

**Moss Side Farm**

**Foresters Peatland Restoration**

**24th January 2024**

Request for Quotation

**Moss Side Farm Stuarts Rewetting Works**

You are invited to submit a quotation for the requirement described in the specification below.

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 Evans [christopher.evans@naturalengland.org.uk](mailto:christopher.evans@naturalengland.org.uk)

Date: 14/02/2024

Time: 12:00

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

Chris Evans 07979 873504 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 | 24/01/24 at 12:00 |
| Deadline for clarifications questions | 08/02/24 at 12:00 |
| Deadline for receipt of Quotation | 14/02/24 at 12:00 |
| Intended date of Contract Award | 26/02/24 |
| Intended Contract Start Date | 04/03/24 |
| Intended Delivery Date / Contract Duration | 04/03/24 to 29/03/24 |

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 Goods and Services Terms & Conditions can be located on the [Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement) and will be applicable to 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.

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1149567/standard-condensed-terms.odt>

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

Prices

Prices must be submitted in £ sterling, exclusive of VAT.

Disclosure

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

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

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

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

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

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

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

Disclaimers

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

The Authority does not:

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

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

* 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

**1.1 Site Background information**

Foresters field was formerly an agricultural (most recently horticultural turf) field, and historically once part of the larger Chat Moss lowland raised bog complex.

There are a number of land drainage pipes within the field resulting in the drawdown of the perched water table within the peat.

Other previous land usage has left the wider peat mass fragmented, meaning controlling the hydrology, presents significant problems. It is hoped that the remedial works outlined in this document will help address these issues.

**1.2 Contractor Experience**

Contractors are invited to tender for this work, which will require not only skill and experience of this type of work but particularly on boggy, difficult to navigate peat soils. Successful Contractors must demonstrate knowledge of and have regard for the sensitive nature of wetland hydrology and ecology. It is not expected that this work will be sub-contracted out and must therefore be undertaken by the successful Contractor.

1.3 Nature of work

The work will include the following:

* The installation of 1813m of deep trench bunding
* The installation of 626m of ditches, around a section of the site boundary
* Installation of water control pipes x 8 (3 extended lengths)
* Installation of 6m of culvert with 900mm pipe.

2.0 Contact Information

Project Manager

Chris Evans 07979 873504 [christopher.evans@naturalengland.org.uk](mailto:christopher.evans@naturalengland.org.uk)

**3.0 Access**

The site can be reached via access points off Astley Road (west off Liverpool Rd B5320 in Irlam). This road is in a dilapidated state but is wide enough and stable enough to allow access for large machinery. Each field can be accessed directly from this road.

Access to the site beyond the road is only on foot and by vehicles that are specially adapted to driving on peatland i.e. low ground pressure vehicles.

The centre of the site can be found at SJ 70247 95324.

A google maps pin for the car park area with the field to the south is <https://goo.gl/maps/4tXXzNAKP1Py6moG6>

4.0 Project Management

* Day-to-day management and supervision of all machines and operatives will be the responsibility of the Contractor.
* The Contractor will be required to liaise weekly with Natural England during the project and provide progress reports when required.

5.0 General Principles

5.1 Prevention of enrichment/pollution of the sites

It is vital to the management of the site that there is no nutrient enrichment or spillage of chemicals, of any kind, onto the site. The Contractor shall meet high environmental standards by providing (and using) spill kits for all equipment and using bio-fuels and bio-lubricants in all machines where possible.

5.2 Method of works

Due to the difficulty of transporting any weight around on the peat surface, the work will need to be planned such that access and/or movement of material is done solely on foot or by low ground pressure plant/vehicles.

5.3 Peat/mineral interface

The Contractor must be careful to avoid disturbing the peat/sand or peat/clay interface at all costs. Therefore, great care needs to be taken when excavating/scraping/moving any peat whilst creating the bunds. The client will need to be informed immediately of any occasion where the underlying mineral surface is accidentally exposed. At the north end of the area the peat depths are much shallower and bunding works are expected to encoder the underlaying clay. In areas with limited peat availability clay can be used to form the bunds.

6.0 Works to be carried out

6.1 Creation of deep trench bunds

6.1.1 Background

Bunding techniques for peatland restoration have developed over time and these works reflect current best practice for lowland raised bog restoration. Deep trench bunds will benefit the site by blocking the subsurface water movement.

6.1.2 Bunding required

1813m of bunding on Foresters to form sub-surface peat walls.

This will be achieved by digging to a depth of approx. 2m, turning over the peat and compacting this in place. This compaction is essential for sealing any pipes, cracks or voids in the peat and stopping water leaking.

The surface bunds’ main purpose is to slow the movement of surface water and provide some above ground water storage, which will further counter the effects of drier months.

The top bund must be made with wet putty peat and in line with the trench bunding underneath. It should be no more than 0.5m high and 1m wide at the base. It is then covered with loose vegetation, stripped from the surface when excavating the deep trench bund line.

To achieve the correct method of installation, this technique allows for a number of preliminary inspection digs to determine the required depth of the trench. Once determined, the installation must dig below the water loss depth and ensure good peat is compacted in the trench to seal against water loss. The bunds need to be constructed to at least 0.5m in height and 1m in width on level ground. However, ground levels within the field vary, so in higher areas the top level of the bund can be graded to ground level so that the bund is only a visible above ground in low lying areas.

The extra peat needed for building the bunds will be won by digging a series of shallow scrapes no deeper than 0.5m. Extra borrow pit locations will be discussed on site with NE staff through arrangement with the project manager.

No peat is to be won from within 2 metres of any bund feature or bund construction site. This is to ensure that the newly constructed bunds are not subjected to extra pressure from water pooling.

6.3 New ditch installation

6.3.1 Background

Due to the proximity of the surrounding properties and the liability of potential flooding, it is essential that we ensure that neighbouring properties are not at risk of flooding from the re-wetting works. To that end, boundary ditches will be installed to hold back water on site and channel it off where and when necessary.

6.3.2 Ditches required

Ditches are to be dug to a depth of 0.5m and a width of 1m. These should carry water into the existing drainage ditches. Spoil created from this can be used in the construction of nearby bunds. The ditches can have wider areas along the length, to a maximum of 1.5m to create a varied and more nature friendly edge.

6.4 Installation of Water Control Pipes

6.4.1 Background

The creation of a bunding network will result in water pooling in the ‘borrow pits’ where peat is won to build those bunds. Pooled water exerts higher hydraulic pressures on surrounding peat. Without any means of re-distributing this water and lowering that pressure, the bunds may suffer leakage, erosion caused by over-topping, wave action or a combination - compromising their structural integrity and ultimately resulting in their failure.

6.4.2 Control pipes required

Installation of 150mm diameter overflow pipes will be employed to maintain a degree of control of the site’s hydrology. Pipes will be fitted with an adjustable right angle ‘elbow’ piece, which can be adjusted dependent on the expected levels of rainfall. Pipes will be made of durable plastic and installed at appropriate locations that will be decided on site between land managers and contractors to ensure the most effective positioning.

Three of the eight pipes will need to be of a longer length to allow discharge past the grass access adjacent to the existing ditch. These will be approximately 8 metres.

A further 6m of 300mm pipe will be installed at the downstream end of the new ditch installation to facilitate management access across the culvert.

7.0 General work requirements

* All operatives will hold current, relevant certification for all machinery and the contractor will have appropriate public liability insurance cover. All certification, public liability insurance documents and a Health and Safety policy statement must be presented with the tender documents.
* All operators will be experienced of working on wetland sites.
* The contractor shall provide all equipment, all fuel and maintain all equipment required for the completion of the project, including all appropriate PPE.
* The contractor will be responsible for all first aid within the contract work force, and a practising first-aider with current certification will be present at all times. The contractor will provide appropriate first aid equipment. Lone working will not take place under any circumstances.

7.1 Health and Safety

* A high-pressure gas pipeline runs through the field to the north.
* A permissive footpath runs to the north of the site. There is no public access onto Foresters field.
* The successful contractor will be expected to provide appropriate Risk Assessments and Method Statements.
* A Construction Phase Plan will be required with reference to welfare provided to operatives.
* Toilet facilities including warm water and a kitchen a rest area can be made available at Moss Side Farm.
* Storage of plant can be provided at Moss Side Farm.
* Plant can be kept overnight next to the garden of the property in the northeast corner of the field.

8. Water Voles

Water voles have been recorded in the area historically. Operatives need to be mindful of the potential of voles in or close to the large new drain. NE will undertake a survey before works begin and discuss mitigation measures with the contractor if required.

9. Timescale

The work is expected to be completed by mid-March 2024.

APPENDIX 1

|  |  |  |
| --- | --- | --- |
|  | | |
|  | PRELIMINARIES / GENERAL CONDITIONS |  |
|  | The successful contractor will: |  |
|  | Produce written risk assessments and method statements on all areas of operations. |  |
|  | Allow for production of Construction Phase Plan prior to the start of the works. |  |
|  | Maintain security, safety and protection of the site and works in accordance with HSE guidance and this specification. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Quantities | | | |
| ITEM | DESCRIPTION | QTY | UNIT OF WORK |
| 1.1 | The installation of deep trench bunding | 1813 | metres |
| 1.2 | The installation of ditches, around a section of the site boundary | 626 | metres |
| 1.3 | Installation of 900mm pipe culvert | 6 | metres |
| 1.4 | Installation of water control pipes | 8 | each |

-New peat bund

-Existing bund

-New ditch

-Existing ditch

-Pipe



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. Contractors can invoice as work is undertaken in agreement with the project officer.

It is anticipated that this contract will be awarded for a period of 3 weeks to end no later than 29/03/24. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

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

Technical – 50%

Commercial – 50%

Evaluation criteria

Evaluation weightings are 50% technical and 50% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 50% | Service / Product Proposal | Methodology | 1 Question  Q1 (50% of technical score available) |
| Key personnel | 1 Question  Q2 (25% of technical score available) |
| Health & Safety | 1 Question  Q3 (25% of technical score available) |
| Commercial | 50% | Whole life cost of the proposed contract | Commercial Model | 1 Question  Q4 (100% of commercial score available) |

Technical (50%)

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

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

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

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

| **Experience** | Detailed Evaluation Criteria |
| --- | --- |
| Q1 Provide an example of previous similar works. | Your response should:  Provide evidence that you can provide the technical expertise required for this work. |

| **Key personnel** | Detailed Evaluation Criteria |
| --- | --- |
| Q2 Provide details on personnel likely to undertake this work. | Your response should:  Provide evidence that key staff have correct certificates and experience. |

| **Health & Safety** | Detailed Evaluation Criteria |
| --- | --- |
| Q3 Provide example of relevant RAMS | Your response should:  Provide evidence that you can provide this work safely. |

Commercial (50%)

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

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

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x 50% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 50% (Maximum available marks)

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

Information to be returned

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

Please complete and return the following information:

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

Award

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

The successful supplier will be issued the contract 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 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_