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Request for Quotation – Cumbrian Meadow Assessments

20th June 2023

##

**Request for Quotation**

**Cumbrian Meadow Assessments**

You are invited to submit a quotation for the requirement described in the specification in 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: lois.browne@naturalengland.org.uk

Date: 04/07/2023

Time: 5pm

Ensure you state 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**

Lois Browne will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions by 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 | 20.06.23 at 17:00 BST |
| Deadline for clarifications questions | 27.06.23 at 17:00 BST |
| Deadline for receipt of Quotation | 04.07.23 at 17:00 BST |
| Intended date of Contract Award | 05.07.23 |
| Intended Contract Start Date | 06.07.23 |
| Intended Delivery Date / Contract Duration  | 01.09.23  |

### 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 the Department for Environment, Food and Rural Affairs acting as part of 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 in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RTQ 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 purchase order terms and conditions provided as part of the RFQ at the following link:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/527185/purchase_order_terms_and_conditions.docx>

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:

1. Central Contracting Authority’s: £12,000
2. 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 to 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**

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

**Background**

Many pieces of land in Cumbria have been entered into Higher Level Stewardship (HLS) agreements and many of these are expiring in 2024. These agreements were intended to maintain and where necessary restore the condition of grassland meadow habitats to good condition. Each agreement has written ‘Indicators of Success’ (IOS)

Many agreement holders will have their HLS agreements assessed for extension, but this is only possible if agreements were set up appropriately to cover all priority habitats and if the agreements are achieving their IOS.

Natural England advisors will be carrying out the bulk of these site assessments, but we require the assistance of contractors to be able to complete the volume of work required.

**Access Permissions**

Natural England will obtain general permissions for these assessments to take place and will inform agreement holders that they be carried out by contractors. The Contractor will need to contact agreement holders to inform them of the dates when the site assessment will take place. This will allow the contractor to discuss any access issues if necessary e.g. parking places that will not obstruct access by others.

**Site Assessment**

Carry out the following on the fields on the list to be agreed with Natural England:

1. For any sites where the contractor already holds recent survey information this should be supplied to Natural England. Recent should generally be taken to mean survey work undertaken since 2020, though any additional information that you feel would be useful to us would also be welcome.

For all other sites:

1. For each field parcel complete the survey form provided in Annex 3, recording all plant species present within an approximate 2mx2m square area at each of 20 stops within each field parcel. The stops should be made across the field parcel in locations spaced appropriately to allow a representative assessment of the habitat present. At each stop also record the sward height and the percentage of bare ground, litter and wildflower & sedge species cover. For each parcel record additional summary information relating to condition including the percentage cover of wildflowers and sedges, rye grass & white clover, undesirables, non-jointed rushes and bare ground. If any species present are not listed on the survey form, please record these on the form.
2. Write a brief description of the condition of the meadow (i.e. comments on whether it constitutes good quality hay meadow habitat or appears to be making progress towards such) Based on the survey information gathered, assess if any of the fields would qualify as Priority Habitat, referring to the Natural England HLS Farm Environment Plan (FEP) Manual 2010 3rd Edition (pages 74 & 77, extracts provided in Annex 3). [[ARCHIVED CONTENT] Higher Level Stewardship: Farm Environment Plan (FEP) Manual - NE264 (nationalarchives.gov.uk)](https://webarchive.nationalarchives.gov.uk/ukgwa/20140605151020/http%3A//publications.naturalengland.org.uk/publication/32037) Please note if the field has been recently cut at the time of survey.
3. Write comments on what changes (if any) should be made to management to ensure it reaches good condition. The written description should contain as much as you are able to add in terms of management recommendations (you may not have full details of how it’s managed but if there is any management that you think should be altered or looked into, you should make a note of this).
4. Take 25 soil samples in each field using a pot corer and combine them to make a total sample of 0.5-1kg per field, according to Natural England Technical Information Note TIN035 for soil sampling provided in Annex 3. Natural England have a contract that will pay for the analysis. Please ensure that each bag is correctly labelled with the sample analysis number and attached to the corresponding sample analysis form provided by Natural England.
5. Take a number of photos (2-5) that are representative of the condition of each field parcel, clearly labelled with the parcel and agreement reference number.
6. Submit completed typed-up forms for each agreement, along with photos to Natural England as soon as possible but by 1st September at the latest.

**Outputs**

* **Completed survey forms (Excel format) for each field parcel, to include site details and ground cover (sections 1 & 2 of the survey form) and data on species present in each field (Section 5 of the survey form).**
* **A written summary of the condition of the habitat in each field, clearly explaining the reason for the category of condition assigned (section 3 of the Excel survey form).**
* **A written summary of any management required (section 4 of the Excel survey form).**
* **A soil sample for each field, combining 25 sub-samples.**
* **Photographs of each field representative of its vegetative composition and condition.**

**Natural England will supply:**

* List of the field parcels to be assessed
* Names and contact details for agreement holders
* HLS maps
* Copy of form to fill in to submit with soil samples and any further information required for the contractor to be able to submit these to the company undertaking the analysis.

**Quotation Submission**

There are four groups of sites which require survey as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Survey Group** | **No of agreements** | **No of parcels** | **Total no. hectares** |
| Central/South | 10 | 47 | 73.5 |
| North | 7 | 36 | 74.6 |
| Northwest | 8 | 23 | 49.8 |
| Yorkshire Dales | 8 | 23 | 78 |

These survey groups are shown on a map provided in Annex 3.

**Contractors may submit quotes for all or some of the groups listed. Prices should be given for each individual group that the contractor is willing to assess, and the contractor should indicate how many groups in total that they have the capacity to assess in the time available.**

Having assessed all quotations received, Natural England will match survey groups to contractors and issue contracts accordingly.

**Please give total price for delivery of the contract but also itemise to show day rates for work and indicate how many hectares will be assessed per day and any expenses charged. Please submit your quotation using the Commercial Response template.**

Please also include:

* Your key personnel who will be directly involved with this contract and details of their experience and knowledge of grassland habitats and their condition assessment.
* A brief project plan showing your understanding of the tasks required and estimated time required for each task.
* Quality Assurance measures.
* Details of how you will identify and manage Health and Safety risks.

**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 should be submitted after all the work has been completed.

It is anticipated that this contract will be awarded for a period of 2 months to end no later than 1st September 2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

**Evaluation Methodology**

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

Technical – 60%

Commercial – 40%

Evaluation criteria

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Key personnel | 1 QuestionQ1 (40%of technical score available) |
| Project Plan | 1 QuestionQ2 (40% of technical score available) |
| Quality Assurance measures | 1 QuestionQ3 (10% of technical score available) |
| Health & Safety  | 1 Question Q4 (10% of technical score available) |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 1 Question Q5 (100% of commercial score available) |

**Technical (60%)**

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

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

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

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.

|  |  |
| --- | --- |
| Key Personnel  | Detailed Evaluation Criteria |
| Q1 Provide details of the key personnel who will undertake the contract, their experience and knowledge of grasslands and condition assessment.  | Your response should:1) Demonstrate a clear summary of the experience of each of the personnel working on the project, with a breakdown of who will be undertaking specific tasks. For the fieldwork personnel undertaking grassland surveying give details of their botanical identification skills and experience of condition assessment of grasslands, with particular reference to northern UK hay meadows.  |

|  |  |
| --- | --- |
| Project Plan | Detailed Evaluation Criteria |
| Q1 Provide details of the methodology, tasks required and estimated time required for each task |  Your response should:1) Demonstrate a clear understanding of the nature of the requirements.2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.3) Contain information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

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| --- | --- |
| Quality Assurance | Detailed Evaluation Criteria |
| Q1 Provide details of your Quality Assurance measures | Your response should include a clear explanation of how you will ensure quality assurance of the contract.  |

|  |  |
| --- | --- |
| Health and Safety | Detailed Evaluation Criteria |
| Q1 Provide details of your Health and Safety measures and processes. | Your response should include a clear explanation of how you will identify and manage Health and Safety risks |

**Commercial (40%)**

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

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements.

Calculation Method

The method for calculating the weighted scores is as follows:

1. Commercial

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

1. Technical

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

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

**Information to be returned**

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

Please complete and return the following information:

1. Completed Commercial Response template
2. Separate response submission for each technical question (in accordance with the response instructions)
3. Completed Mandatory Requirements (Annex 1)
4. 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(s) will be issued the contract via a Purchase Order.

**Contract Management**

This contract shall be managed on behalf of the Authority by Lois Browne, although some detailed queries might need to be referred to other staff more closely involved with the sites involved.

Before starting site assessment, successful contractor(s) will arrange a start-up meeting with the NE Project Officer to ensure they understand the work required and have all the background information required.

Once the assessment is complete, the contractor should arrange a brief review meeting with the NE project officer to discuss the completed survey forms and other outputs and agree any changes required.

An invoice should be submitted after the completed forms and other outputs have been received by Natural England.

**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**

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| --- | --- | --- |
| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Annex 3 Supporting Technical Information.**

**1). Map showing location of survey groups.**

2.) Natural England Higher Level Stewardship Farm Environment Plan (FEP) Handbook 3rd Edition (2010) extracts pages 74 & 77.

3.) Natural England Technical Information Note TIN035 Soil sampling for habitat recreation and restoration. First Edition February 2008.

4.) 2024 HLS Cumbria Meadows Assessment Survey Form