Request for Quotation

**SCIENCE AND INNOVATION SCENARIOS FOR THE NATURAL ENVIRONMENT 2042**

Date: 06th September 2023

Version: F1.0 (SINE42SCENARIOS 0923)



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# Request for Quotation

**SCIENCE AND INNOVATION SCENARIOS FOR THE NATURAL ENVIRONMENT 2042**

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: [marcela.capaja@naturalengland.org.uk](mailto:marcela.capaja@naturalengland.org.uk)

Date: 29/09/2023

Time: 15:00 BST

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

Marcela Capaja ([marcela.capaja@naturalengland.org.uk](mailto:marcela.capaja@naturalengland.org.uk)) 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. Responses to individual queries will be issued between 20th and 27th September.

Table 1: Contract award timeline

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 06- Sept-2023at 12:00 BST |
| Deadline for clarifications questions | 20-Sept-2023 at 12:00 BST |
| Deadline for receipt of Quotation | 29-Sept-2023at15:00 BST |
| Intended date of Contract Award | 17-Oct-2023 |
| Intended Contract Start Date | 30-Oct-2023 |
| Delivery Date / Contract Duration | 30-Oct-2023to30-Mar-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):

Table 2: Glossary of key terms

|  |  |
| --- | --- |
| Term / Expression | Explanation |
| “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 aim to respond to all reasonable clarifications by 3pm on Wednesday 27th September 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 (15:00pm 29-Sept-2023).

Suppliers may withdraw their quotations at any time by submitting a notice, via email, to the named contact.

Conditions of Contract

The Authority’s standard terms and conditions ([Procurement at Natural England - Natural England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/natural-england/about/procurement) provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

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

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

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

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018, the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you, or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract, it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf.

Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition.

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

# Section 2: The Invitation

## Specification of Requirements

1. Introduction

This contract opportunity is for a suitably experienced supplier to help Natural England understand what could affect Science and Innovation for the Natural Environment out to 2042 (SINE 42). The work will involve undertaking a foresight-based approach to deliver several relevant and plausible 20-year scenarios that express the possible risks and opportunities to the future of SINE.

2. Background to Natural England

[Natural England](https://www.gov.uk/government/organisations/natural-england) is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

Natural England was formally established on 1st 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. 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 survive intact for future generations to enjoy.

3. Background to the Contract

Natural England’s Science, Evidence and Evaluation (SEE) Strategy Working Group & Natural England’s Science and Evidence Programme Board have commissioned the project to meet the business need of updating the current Science, Evidence and Evaluation Strategy which approaches its expiration date in the summer of 2025.

SINE 42 is equally important for delivering Natural England’s organisational transition from being evidence based to becoming increasingly evidence led organisation. By using best available evidence and foresight to inform the next SEE strategy, SINE 42 will be subsequently strengthening the UK’s leadership in applied environmental science. SINE 42 is just one project that supports this vision.

The key goal of SINE42 is to research and inform the Science and Evidence programme of the future risks and opportunities emerging from the science and innovation landscape, specifically as it relates to the natural environment in the UK and beyond. The delivery of scenarios will help provide insights into how the SINE landscape may develop over the next 20 years, to in turn inform future SEE Strategies.

The SINE42 project was launched in March 2023 and involves members of the Futures, Systems, and Innovation team (FSI) in Natural England. The project involves an Advisory Group consisting of experts in the natural environment, academics, and foresight practitioners, amongst others.

The FSI team is looking to appoint a contractor with a proven track record in delivering high quality future scenario projects, has knowledge and experience in science and innovation policy, strategy and practice, and is well versed in foresight methods as well as their execution.

4. Project Deliverables Timeline

The contractor will be expected to build on the existing insights developed thus far with the Advisory Group by commencing the work from mid-October 2023 and completing the project by the end of March 2024.

Table 3: Schedule of project deliverables

|  |  |
| --- | --- |
| Deliverable | Approximate Completion Date |
| Project initiation | By 30th October 2023 |
| Set of (key) drivers of change for Science and Innovation | By 11th Dec 2023 |
| Set of critical uncertainties | By 11th Dec 2023 |
| Scenario architecture | By 22nd Jan 2024 |
| Final scenarios for SINE42 | By 25th March 2024 |
| Report documenting process, outputs, and recommendations | By 30th March 2024 |

5. Areas of interest relevant to the objectives

The aim of the research is to increase Natural England’s understanding of science and innovation for the natural environment between now and 2042, through the development of a set of robust plausible future scenarios. This research will help to ensure that the programme and future strategy for Natural England’s science, evidence and evaluation will remain relevant, connected, and adaptable to future shifts or eventualities.

In building an understanding of what Science and Innovation for the Natural Environment may entail out to 2042 the following interest areas have been identified by the FSI team for exploration, but are not limited to:

1. **WHAT external factors influence SINE in the future?**

Understanding environmental change: The team seeks to understand the drivers, pressures, state and impact of environmental changes (such as climate and biodiversity) on the future of SINE. Equally we are looking for the influence that changes across the PESTLE framework could have upon the future of SINE (e.g. how could societal or political shifts / events influence public trust in SINE etc.). ‘Systems framings’, spatial and temporal settings should equally be considered when delivering this analysis.

Assessment & Responses: Through the development of scenarios, we wish to understand the values of a variety of stakeholders and partners, as well as explore the evolving role and influence of decision-making, intervention design, experimentation and evaluation.

1. **HOW is SINE led and delivered in the future?**

This area of project focus includes an exploration into the practicalities, application, and leadership of SINE (in a professional sense). Here we hope to explore the topics of science and innovation governance, funding, practice and upskilling, to better understand HOW SINE might be delivered in the future. This should include an exploration into how the following might influence SINE’s future delivery:

* models and strategies for science and innovation,
* UK priorities and decision making,
* efforts to assess performance and compliance,
* leadership and management,
* collaboration, as well as
* sources of knowledge and knowledge exchange.

1. **WHO are the key stakeholders for securing SINE’s future?**

This area of project focus aims to determine key actors, along with their roles and responsibilities in the future of SINE: This area of work is about understanding the relationships, networks, organisations and sectors related to SINE42 and how these interrelate and depend upon one another. This understanding will be key to analysing risks and opportunities for SINE’s future. This will also include an analysis of the key competencies, motivations and cultures embedded within SINE.

In understanding the above, the contractors are expected to devise and implement an appropriate foresight process, with a justified methodology to create robust insights leading to the identification of drivers of change and critical uncertainties relevant to SINE42.

Moreover, the contractors will be expected to create a framework for developing robust and plausible future scenarios, a scenario architecture and deliver comprehensive and well-presented scenarios for SINE42. This work is intended to provide the foundations for further work to be taken forward by Natural England, to inform the future SEE Strategy for the organisation.

As part of this project, the contractors will be expected to identify and provide recommendations on areas for further investigation.

6. Key Activities

We have provisionally identified the following activities which will be needed to deliver the contract:

* An inception meeting to agree objectives, ways of working, scope, and timeline of the project with members of the project steering group.
* Review meeting with the project steering group to approve the final approach for the project and stage plan.
* Desk-based evidence/research in support of the aims and project plan.
* Interviews/workshops with key staff and stakeholders to establish understanding of the science and innovation landscape relevant to the natural environment.
* Regular progress summaries to be shared with the project team, and which can be shared as appropriate with the SINE42 Advisory Group and the SEE strategy programme board.
* Regular dialogue and check-ins with the contract manager, project team, and SINE42 Advisory Group to share thinking, outline risks or pressures, review interim deliverables (see table 1), and to adapt the focus of objectives as necessary.
* Development of an appropriate framework for the scenarios approach reviewed by the project steering group.
* A final report documenting the process, interim deliverables, the final scenarios, and recommendations of areas for further investigation.

To be deemed successful the outputs (see table 1) should:

1. Be well evidenced and underpinned by a carefully curated and justified methodology.
2. Be clearly communicated/ accessible.
3. Be client focused.
4. Be plausible and relevant.
5. Meet their intended purpose in the context of the SINE42 project as a whole (of providing underpinning insight via a set of scenarios to NE’s science, evidence and evaluation (SEE) working group on the risks and possibilities for science and innovation for the natural environment.)

7. Budget

The maximum budget for this project is £45,999, VAT Included.

Please read Natural England’s procurement terms and conditions at [Procurement at Natural England - Natural England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/natural-england/about/procurement)

8. 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, after the completion of each deliverable.

It is anticipated that this contract will be awarded for a period of approximately 5 months to end no later than 30/03/2024. Prices will remain fixed for the duration of the contract award period. We may, at our sole discretion, extend this contract for up to a further 1 month until 29/04/2024 to enable completion of the key activities contained in the specification and/or extend this contract further 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.

9. Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25-year environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

10. Contract Management

The project will be managed by a contract manager with oversight from a project steering group. We envisage two weekly updates through email and/or teams calls with the contract manager (Science and Evidence Programme Project Manager) and the project steering group to support the design and delivery of the project.

The steering group will comprise of: Science and Evidence Programme Project Manager, Deputy Director for Futures and Innovation, Senior Specialist Strategic Science, Senior Specialist Strategic Futures, and Evaluation Specialist.

11. Contract Award Timeline

Table 1 (repeated): Contract award timeline

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 06- Sept-2023at 12:00 BST |
| Deadline for clarifications questions | 20-Sept-2023 at 12:00 BST |
| Deadline for receipt of Quotation | 29-Sept-2023at15:00 BST |
| Intended date of Contract Award | 17-Oct-2023 |
| Intended Contract Start Date | 30-Oct-2023 |
| Delivery Date / Contract Duration | 30-Oct-2023to30-Mar-2024 |

12. Contact

Clarifications and questions during the clarification period (1st- 20th September 12:00 BST) should be sent to [marcela.capaja@naturalengland.org.uk](mailto:marcela.capaja@naturalengland.org.uk). These will be responded to between 20th – 27th September. No clarifications or questions received after the 20th September deadline will be responded to.

Proposal Submission

Proposals should be submitted to [marcela.capaja@naturalengland.org.uk](mailto:marcela.capaja@naturalengland.org.uk) by the deadline of 29th September 15:00pm BST. Proposals submitted after this time will not be considered.

13. 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 –70%
* Commercial – 30%

**Evaluation criteria**

Evaluation weightings are 70% **technical** and 30% **commercial**, the winning tenderer will be the highest scoring combined score.

Table 4: Technical evaluation criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question Number | Question | Maximum Available Score | Weighting (% of technical quality score) | Maximum length |
| E01 | Understanding of Natural England’s requirement  Please outline your understanding of the requirements based on the specification provided. Your response must demonstrate, but is not limited to:   * An understanding of how Science and Innovation for the Natural Environment and foresight-based approaches (including scenario work) fit with Natural England’s delivery objectives. * An understanding of Natural England’s areas of interest for this project, including (Science, Innovation, Nature, and the Natural Environment). * A thorough understanding of the project objectives and contract aims.   Responses to this question are restricted to 2 sides of A4, font size 11. Please upload a document with the filename “E01\_Your Company Name”. | 100 | 12.5% of technical score | 2 sides of A4, font size 11 |
| E02 | Outline the approaches and methodologies you will use to deliver this contract to meet the requirements listed above, giving justification for the methods proposed.  To enable this assessment to be made, you must:   * Clearly set out your approach and provide a detailed methodology and how it will meet our requirements, with a justification given for approaches and methods as to how they meet the objectives of the project. We welcome recommendations on the approach and stages outlined in the specification as part of your justifications. * Within the above, clearly define the formal processes you will follow to undertake the scenario development, following established methodologies. * Provide a description of tasks and the way in which you will approach them. * Outline how you intend to work with the Natural England project team. * Set out how you will undertake the scenarios project without adding to administrative burdens.   Please include a provisional project plan and Gantt chart, including the number of days allocated to each task and details of how the project will meet the key milestones detailed above. The response should include details about sample frames and inclusion criteria.  Responses to this question are restricted to 4 sides of A4, font size 11. Please upload a document with the filename “E02\_Your Company Name”. | 100 | 35.5% of technical score | 4 sides of A4, font size 11 |
| E03 | Experience of the Project Team  Provide details of the project team (including any sub-contractors if appropriate) and the key personnel, with their seniority, who will be involved in delivering the project. You should demonstrate the team’s skills and experience in:   * Undertaking foresight projects and scenario development. * Science and innovation policy, strategy, practice for the natural environment. * Understanding complexity in the natural environment. * Delivering contracts for the public sector, particularly contracts with an environmental, innovation, and foresight focus.   Please provide:   * Examples of two (2) foresight projects which meet some or all of these criteria that have been delivered in the last three (3) years. To include screenshots or links to outputs (where possible) * An organogram showing all the main project roles and the named individual(s) fulfilling them. * A description of each team member, along with details of their relevant skills and experience. * Evidence of ability to maintain staff continuity.   If a consortium of sub-contraction is proposed, please provide a diagram showing organisation, roles and responsibilities of each member and how they will be managed to ensure coordinated delivery.  Please include a CV for each senior member of the team and indicate the number of days each member of the team has allocated on this project.  Responses to this question are restricted to 2 sides of A4, font size 11. Please upload a document with the filename “E03\_Your Company Name”. CV’s of all key personnel (except administrators) can additionally be uploaded in a single, separate document with the filename “E03\_CVs\_Your Company Name” | 100 | 25% of technical score | 2 sides of A4, font size 11 (N.B. CVs additional to limit) |
| E04 | Project Management, Quality Assurance, Risks and Dependencies  Please provide details in this section of how the project will be managed, how the project will be quality assured as well as any risks and dependencies that will affect delivery of the project and measures that will be taken to mitigate these. In addressing this question your response should cover:  Project Management:   * Details of the proposed approach to management of the contract, to ensure it is delivered on time and to budget, especially where sub-contracting is involved. * Include a project plan and a Gantt chart to show key milestones and dependencies. * Include an organogram of the project management structure and lines of communication and reporting. * Confirm you have sufficient resource available to deliver the project on time and outline your contingency plans for unexpected absence or changes to key personnel to ensure minimal impact on the project delivery.   Quality Assurance:   * Description of the Quality Assurance procedures in place to ensure the final outputs are robust.   Risks:   * Include an assessment what you perceive to be the main challenges and risks in delivering NE’s requirements. * You should explain how you will mitigate and manage risks you identify, for example in the event of delays with workshop execution.   Responses to this question are restricted to 2 sides of A4, font size 11. Please upload a document with the filename “E04\_Your Company Name”. | 100 | 12.5% technical score | 2 sides A4, font size 11 (N.B. Gantt Charts, Risk Registers and Organograms additional to limit) |
| E05 | Social Value  The government is committed to delivering social value through commercial activities and this is considered in the award of central government contracts, noted in [Procurement Policy Note 06/20 – taking account of social value in the award of central government contracts - GOV.UK (www.gov.uk).](https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts)  Within this context, please explain your approach to delivering services and how you intend to approach social value. Responses should address Theme 3 in the [Social Value Model](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940826/Social-Value-Model-Edn-1.1-3-Dec-20.pdf), with the Policy Outcome ‘Effective stewardship of the environment’. Delivery objectives of this Outcome are as follows:   * Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. * Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and meet the Model Award Criteria, including how you will implement your commitment (including resources). * Please do not include links to generic documents or websites. Your response to this section should be tailored specifically to the Social Value opportunities you can generate through this contract.   Please also see the further guidance on using the Social Value Model. Responses to this question are restricted to 2 sides of A4, font size 11. Please upload a document with the filename “E05\_Your Company Name”. | 100 | 14.5% of technical score | 2 sides of A4, font size 11 |

Technical (**70**%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined above.

Scores for questions will be based on the following.

**Table 5:** Technical scoring matrix

|  |  |  |
| --- | --- | --- |
| 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. |

Commercial (**30**%)

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 30% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x **70**% (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.

14. 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)

15. Award

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

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

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

Table Annex 1.1: Supplier Business Information

|  |  |  |
| --- | --- | --- |
| Question ref | 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.

Table Annex 1.2: Supplier Contact Information

|  |  |  |
| --- | --- | --- |
| 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

Table Annex.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

Table Annex.2.1: Grounds for mandatory 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 have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? |  |

Annex 2 Acceptance of Terms and Conditions

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

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

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

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

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

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

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