

www.gov.uk/naturalengland

Request for Quotation

**Holderness coast habitat map using multibeam and backscatter datasets**

**February 2024**

**Request for Quotation**

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.

Your response should be returned to the following email address by:

Email: paul.lane@naturalengland.org.uk

Date: 27 February 2024

Time: 23:59

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

Paul Lane will be your contact for any questions linked to the content of the quote or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| --- | --- |
| **Action** | **Date** |
| Date of issue of RFQ | 12-02-2024  |
| Deadline for clarifications questions | 22-02-2024 at 23:59 GMT |
| Deadline for receipt of Quotation | 27-02-2024 at 23:59 GMT |
| Intended date of Contract Award | 01-03-2024 |
| Intended Contract Start Date | 04-03-2024  |
| Intended Delivery Date / Contract Duration  | 29-03-2024 (For a first draft minimum. Extensions beyond this date to finalise the product can be discussed).  |

####

#### 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. |
| “RFQ” | Means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |
| “Response” | Means the information submitted by a supplier in response to the RFQ. |
| “Contract” | Means the contract to be entered into by the Authority and the successful supplier. |

#### Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

Your quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation 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, Invitation 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 to Paul.Lane@naturalengland.org.uk (with janie.latchford@naturalengland.org.uk in CC) no later than 23:59 on 22nd February 2024. 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 Good and Services Terms & Conditions (used for purchases under £50k) can be located on the Natural England Website – [Procurement at Natural England - Natural England - GOV.UK (www.gov.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fnatural-england%2Fabout%2Fprocurement&data=05%7C02%7CJanie.Latchford%40naturalengland.org.uk%7C8e23bdbfadf64b35ef8108dc2c7bb48b%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638434157036688828%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=B0aD6%2B%2FcWNKAbB%2FK7kwN4%2Bm6JEivqKIlCWEXVMTJnDA%3D&reserved=0) 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.

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 £12,000 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 quotation, 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 contractor 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

#### Background to Natural England

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: <https://www.gov.uk/government/organisations/natural-england>

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.

Natural England has a number of statutory roles including as a Statutory Nature Conservation Body (SNCB) under the Conservation of Habitats and Species Regulations 2017 (as amended) ('the Habitats Regulations'), where it has a duty to provide substantive advice to ensure that any direct, indirect and/or cumulative impacts of development proposals on European sites are addressed and ensuring that relevant legislation and guidance is followed.

#### Background to the specific work area relevant to this purchase

The work is being led by the Sustainable Development Team, and the Southern, Coast and Lowlands Team which sit within the Yorkshire and North Lincolnshire Area team. Within these teams we are responsible for ensuring that the designated sites within our area meet their set Conservation Objectives.

The Holderness coast is a diverse but sensitive area comprised of several designated Marine Protected Area sites which face growing pressures due to an increase in planning applications for major developments.

#### Requirement

As an evidence-based organisation, we need to ensure that we have access to the best available information to guide our advice to decision making bodies on marine and coastal development works which may impact the Holderness coast. The aim of this project is therefore to produce a broad-scale habitat map of the Holderness inshore region, based on recent Multibeam Echosounder (MBES) and backscatter data, to help inform our evidence base of the important ecological and sedimentary processes of the area.

Map extent

The map is to include the nearshore area between Spurn Point and an area South of Flamborough Head, which will encompass:

* Smithic Sands
* Holderness Inshore Marine Conservation Zone (MCZ)
* Flamborough and Filey Coast Special Protection Area (SPA)
* Flamborough Head Special Area of Conservation (SAC) and Site of Special Scientific Interest (SSSI)
* Humber Estuary SAC, SPA and SSSI

Datasets and standards

Natural England require the map to be a product of the processing of existing Multibeam Echosounder (MBES) and backscatter datasets of this area. This will include data provided by the British Geological Survey (BGS) that was compiled by the UK Hydrographic Office (UKHO).

Datasets will be provided to the contractor in GeoTiff format containing z-values. The data can be further combined or supplemented by any existing MBES or backscatter datasets that the contractor has access to and wishes to use.

The habitat map should be compatible with ESRI ArcGIS 10.2, using WGS84 co-ordinate system and also exported to PDF.

Habitat classification and other features

Natural England require the habitat map to be classified using the European Nature Information System (EUNIS) habitat classification system. This is a comprehensive pan-European system to facilitate the harmonised description and collection of data across Europe through the use of criteria for habitat identification (Moss, 2008). Natural England require mapped habitats to be classified to EUNIS Level 3.

In addition to the classified habitats, we welcome inclusion of the following characteristics of the region, within the map:

* Seabed morphological features
* Water depth (Low Astronomical Tide)

If the contractor has access to existing ground-truthing samples or data (e.g. sediment samples, AUV imagery etc.) then we welcome comparisons between the habitat map and these existing datasets to indicate confidence levels of the classification. We do not expect the contractor to undertake fieldwork sampling to obtain ground truthing data. We anticipate full ground-truthing of the output will occur at a later date and this is outside the scope of this contract.

Supporting documentation

Natural England require the contractor to also provide a report, in word format (not PDF), containing:

* A short summary of the approach and software used for data processing;
* A short summary and interpretation of the data

In producing the report, the contractor must:

* Comply with [Natural England publishing standards for commissioned reports (NECR000)](http://nepubprod.appspot.com/publication/5790636781600768);
* Not make any changes to the templates, including to heading styles and font sizes;
* include a clear section on any third-party data replicated or used to derive the output from, and how, within the report

##### 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 environment 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.

##### Contract Management

This contract shall be managed on behalf of the Authority by:

Project officer: Paul Lane

Support officer: Janie Latchford

The project officer will serve as the principal point of contact from Natural England. They will be responsible for the day-to-day management of this contract and will coordinate Natural England’s attendance at meetings to review the work and ensure it meets the project’s aims and objectives. As outlined below, meetings will be incorporated into the programme of works to discuss progress and facilitate feedback provision. Meetings will be organised by the contractor.

The contractor will be expected to appoint a Project Manager who will act as the principal point of contact and will be responsible for the day-to-day management of the project. The contractor will be required to regularly update the Natural England Project Officer on project progress via email and meetings, arranged by the contractor, where necessary. Any unforeseen issues arising during the contract must be raised with the Project Officer as early as possible to facilitate prompt resolution. The contractor is responsible for assessing the risks associated with the project as planned and for putting in place mitigation measures to respond to them.

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| **Reference** | **Deliverable** | **Responsible Party** | **Date of completion** |
| Task 1 | Project inception meeting.Discussion of project output, key milestones, methodology and project management timeline.  | Natural England and contractor.  | Week commencing 04-03-2024 |
| Task 2 | Check-in meetings via video call, at a timescale determined in Task 1.  | Natural England and contractor.  | To be discussed |
| Task 3 | Map output submission.  | Contractor | First draft to be submitted as a minimum by 29-03-2024. Final submission deadline to be discussed.  |
| Task 4 | Supporting document submission.  | Contractor | First draft to be submitted as a minimum by 29-03-2024Final submission deadline to be discussed.  |

##### Personal Data

Suppliers must not process or use systems which store personal data outside of the UK or any country deemed adequate for data protection purposes by the UK.

When processing Personal Data, the Supplier shall ensure that it has implemented appropriate technical and organisational measures to ensure the security of the personal data and to guard against unauthorised or unlawful processing of the personal data and against accidental loss or destruction of or damage to the personal data and promptly notify Natural England of any breach of these measures.

The Supplier shall not knowingly or negligently do or omit to do anything which places Natural England in breach of its obligations under Data Protection legislation and shall provide Natural England with such information as it may reasonably require to satisfy itself that the Supplier is complying with its legal obligations.

The Supplier shall notify Natural England within two working days if it receives a request from a data subject to have access to their personal data; or otherwise receives a complaint or request relating to personal data and provide Natural England with full cooperation and assistance in relation to any complaint or request within the relevant time scales and in accordance with Natural England's instructions.

The retention period for all personal data will not exceed the life of the contract. All personal data should be sent to Natural England at the end of the contract in a format compatible with Excel and csv.

##### Intellectual Property

The Intellectual Property Rights resulting from the work shall belong to Natural England.

The cover of all reports or drawings will include a statement © Natural England and the date of creation.

The supplier can request to use data held by Natural England and complete some of our contractor licences at <https://www.gov.uk/guidance/how-to-access-natural-englands-maps-and-data#request-data.>

Any data reproduced in all or in part, in the works the supplier submits, or used to derive the work must be owned by or licensed to Natural England. If you’re contacting data owners to request access to their data and/or a licence, Natural England can provide standard wording.

The Supplier shall indemnify and keep indemnified Natural England against all actions, claims, demands, losses, damages, costs and expenses and other liabilities Natural England may suffer or incur arising from any infringement or alleged infringement of any third-party Intellectual Property Rights except to the extent that they have been caused by or contributed to by Natural England’s acts or omissions.

The supplier must provide Natural England with details of any third-party data consulted or incorporated, and the processes used either within the report, or in the Lineage section of the metadata.

#### 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. Natural England should be invoiced once the final report, maps and data have been supplied to and signed off by Natural England at the end of the project.

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

##### Technical questions (60%)

The following questions make up the technical aspect of the evaluation. Please return your responses to the below technical questions attached as a document via email. Although there is no word limit per question, we expect the total response to not exceed four A4 pages, and recommend that questions worth higher % of the total score to be answered in more detail than those worth smaller % of the total score available.

|  |  |
| --- | --- |
| **Question theme**  | **Detailed Evaluation Criteria**  |
| Methodology  |
| **Q1** Provide details of the methodology and approaches proposed to deliver the requirements of this project.(30% of technical score available) | 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 and include a proposed outline schedule. |
| Key personnel and technical expertise |
| Q2 Provide details of the key personnel proposed to deliver the requirements of this project.(30% of technical score available) | Your response should:1. Provide relevant qualifications, technical merit and experience of the project team personnel that would be engaged on the contract.
2. Provide examples of similar projects that the team have worked on to demonstrate recent experience.
 |
| Project and Risk Management |
| Q3.1 Provide details of how you intend to manage the project to identify risks and ensure that project tasks are achieved within the timescales. (10% of technical score available) | Your response should:1. Provide an assessment of the potential risks to project delivery and mitigation (including contingency in the event of delays)

Detail how you intend to manage the contract, including any consortium or sub-contracting arrangements, to ensure that project tasks and timescales are achieved. |
| Q3.2 Provide details of how you intend to quality assure work undertaken as part of this project.(10% of technical score available) | Your response should:Demonstrate quality assurance measures that will be implemented to ensure deliverables are provided to a high standard, efficiently and on time. |
| Environmental Sustainability |
| Q5 Provide evidence that you pursue sustainability in your operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to its objectives.(20% of technical score available) | Your response should:Describe your approach to sustainability and how this will be managed and adopted throughout the project. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes, which they have been awarded or are working towards. |

##### Technical evaluation methodology

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

##### Commercial question (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. The Commercial Response template (found on Contract Finder) must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement. Please attach a completed copy of the Commercial Response template, alongside a document with your answers to the technical questions, via email for your application to be considered.

Commercial evaluation methodology

The method for calculating the weighted scores is as follows:

* Commercial Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x [40%] (Maximum available marks)
* 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. Commercial Response template
2. Separate response document answering each technical question (in accordance with the response instructions)
3. Mandatory Requirements (Annex 1)
4. 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 asked to accept the award offer either by return of email confirming acceptance or returning a sign and scanned copy of the letter, which will form the contract.

## 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_