Request for Quotation

Data analysis of outcome data collected through Natural England’s Connecting people with Nature monitoring tool.

August 2023

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:

E-mail: [Liz.Richardson@naturalengland.org.uk](mailto:Liz.Richardson@naturalengland.org.uk)

Date: 08/09/23

Time: 23:59

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

Liz Richardson 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.

|  |  |
| --- | --- |
| Activity | Proposed Dates |
| Date of issue of the RFQ | 03.08.23 |
| Deadline for clarification questions | 25.8.23 |
| Deadline for receipt of quotation | 8.9.23 |
| Intended date of contract award | 15.9.23 |
| Intended contract start date | 02.01.2024 |
| Intended delivery date | 22.03.24 |
| Final project completion | End of March 2024 |

Section 1: General Information

Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

|  |  |
| --- | --- |
| “Authority” | Means Natural England who is the contracting authority |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier |
| “Response” | means the information submitted by a supplier in response to the RFQ |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers |

Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable.

The Authority shall be under no obligation to respond to queries raised after the clarification deadline. The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

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

Conditions of Contract

The Authority’s standard terms and conditions (Procurement at Natural England - Natural England - GOV.UK (www.gov.uk) 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.

For the purpose of this RFQ the Authority is classified as a central contracting authority with a publication threshold of £12,000.

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;
* 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.
* meet the standards set out in the Government’s 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 Specification

Specification of requirements

1. Introduction

The following contract opportunity is for a suitably experienced supplier to work with Natural England Specialists and other colleagues to conduct an analysis and review of monitoring and outcome data collected on a range of interventions to better understand the impact on wellbeing and the relationship between people and nature. This is part of the development of an Online Survey Tool to help us understand the reach and impact of our work around people and nature. This analysis will help Natural England understand:

* To what extent the data is able to answer the evaluation questions?
* What statements can we make from the data collected?
* How confident we can be in drawing conclusions from the outcome data?
* The ways in which we can share this data?
* The potential of the tool.

1. 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.

1. Background to the contract

The 25 Year Environment Plan, published in January 2018, sets out the Government’s ambition to improve the environment within a generation. A key policy theme is ‘Connecting people with the environment to improve health and wellbeing’. Within this, there are a range of new commitments to enhance people’s engagement with the natural world by opening up the mental and physical health benefits of the natural world to people from the widest possible range of ages and backgrounds.

Natural England’s Science, Evidence & Evaluation Strategy (2020-25) sets out how we will move from being an evidence-based to an evidence-led organisation. Becoming an evidence-led organisation means we will:

* Use science and evidence to identify strategic opportunities, priorities, and innovation, and act on them.
* Ensure that the best available evidence is central to all our decision making, delivery, advice, and risk assessment.
* Be a learning organisation that evaluates the outcomes of our actions; and
* Be an organisation that invests in science, evidence, and evaluation capability.

To achieve nature’s recovery, we need to ensure that resources are targeted and used to implement actions that are most likely to work. This requires us to:

• evaluate our interventions as a matter of routine to understand what ‘good’ looks like, what works, unintended consequences, and ensure lessons learned are applied.

• embed evaluation from the start of programmes and projects, thereby improving their focus and likelihood of success.

One of Natural England’s 5-year aims is ‘People connected to the natural environment for their own and society’s wellbeing, enjoyment and prosperity’. There is evidence that Nature Connection is correlated with certain wellbeing, educational outcomes, and pro-environmental behaviours. This can help inform policy, research, and practice. We wish to add to this evidence base through supporting evaluation through the use of an online evaluation tool.

The purpose of the Online Survey Tool is to bring together numerous small projects evaluating the same outcomes in different ways to use a consistent data collection framework to gather data to understand scale, scope, impact and value. The tool offers a central point for staff to obtain guidance on how to monitor and evaluate the impact of their interventions for people, give them access to the tools and methods on how to use some simple nationally recognised validated scales, provide some data analysis and offer guidance on how it should be interpreted and acted upon. The intention is to help inform the targeting and delivery of our work. The tool offers summary data for selected questions in a Power BI dashboard with some simple analysis of the data inputted to ensure users get feedback and can use the results to inform the work they are doing. Data from the evaluations will contribute to a Natural England Data set to allow Natural England to carry out analysis of data from a range of interventions.

Data gathered aims to answer the following evaluation questions:

* What is the number and representation of people who have connected with nature through Natural England projects?
* How effectively is Natural England engaging people who wouldn’t normally connect with nature?
* Which projects/activities are most successful in reaching our target groups such as those least likely to connect with nature?
* What are the number and range of projects sharing common outcomes around Nature Connection and Wellbeing?
* To what extent are we engaging people who do not frequently connect with nature?
* To what extent do these activities increase nature connectiveness?
* To what extent do these activities increase wellbeing?

1. The Requirement

This section sets out the contract requirements. Suppliers must explain how they will deliver the required outputs within the specified timeframe and to budget. They must further demonstrate that they have the required skills and experience. Information on how this will be evaluated can be found in section 9, Evaluation Criteria.

**Deliverable 1. Data Analysis**

The data analysis will look at data collected from a range of projects across Natural England and from partner organisations. User, engagement and feedback data is collected (See Annex 3) along with outcome data using the following measures:

[ONS4 - Personal well-being](https://www.ons.gov.uk/peoplepopulationandcommunity/wellbeing/methodologies/surveysusingthe4officefornationalstatisticspersonalwellbeingquestions) uses four measures which capture different types of well-being: evaluative, eudemonic and affective experience. These established measures ask people to evaluate how satisfied they are with their life overall, asking whether they feel they have meaning and purpose in their life, and asks about their emotions during a particular period. Can be asked as individual questions or as a set.

Measures; Life satisfaction, happiness, life worthwhile and anxiety.

[The Inclusion of Nature in Self (INS) Scale](https://link.springer.com/chapter/10.1007/978-1-4615-0995-0_4) assesses connectedness to nature by measuring the extent to which individuals include nature within their views of themselves (Schultz, 2002). The tool is one pictorial question with seven pairs of circles. The circles are labelled “Self” and “Nature,” and overlap to varying degrees (similar to Venn diagrams). Participants select the pair of circles that best describes their relationship with nature in response to the question “How interconnected are you with nature?”

[The Nature Connection Index](https://www.mdpi.com/2071-1050/11/12/3250) (NCI; item 6) (Richardson et al., 2019) provides a similar measure to the INS, but allows national benchmarking given its inclusion in the People and Nature Survey (PANS). Research shows that individuals who are connected to nature are more likely to be feeling good and functioning well psychologically (Pritchard et al., 2020).  Item 6 has been found to be the key item in the NCI (Natural England Commissioned Report NECR233; Richardson & Hamlin, 2021;) and it reflects wider use of single item measures of nature connection (Lambert et al., 2020; Schultz, 2002).

Detailed data is also collected from projects and interventions to enable categorisation (see Annex 4). Suppliers will be required to develop a typology from this in consultation with the project team.

The analysis will aim to address the following questions:

* How reliable is the data collected, does the data differ between projects and timepoints?
* Does the data detect any changes over the course of the project?
* Do responses to different questions support or contradict each other?
* To what extent is the data able to answer the evaluation questions?
* Are there specific criteria that interventions should meet to use these measures?
* What statements can we make from the data collected?
* Is a pre and post evaluation suitable for these types of interventions?
* How confident can we be in drawing conclusions from the outcome data

This would involve analysis of the data collected about the interventions alongside monitoring and outcome data. This raw data will be available as well as the analysed and summarised data in dashboard form. Data from approximately 30 projects of varying sizes will be collected. The number of participants for each project will vary from around 5 to 40. Total number of participants is estimated at 300-400 for analysis.

**Deliverable 2. Recommendations on interpretation of data and potential of tool**

Suppliers will be required to use the analysis of the data to make recommendations on interpretation of the data and ways it can be shared along with any national benchmarking. Recommendations on the potential of the tool would also be welcomed.

1. Methods & Outputs

We anticipate that the following activities will be needed to deliver the contract:

* An **inception meeting** to agree objectives and scope of the work with members of the project steering group.
* A project inception document produced within two weeks of the contract commencing outlining the agreed approach.
* **Analysis of the data** including development of typologies from project data.
* Regular updates to the project manager related to progress either by online meeting or email.
* Production of a draft report summarising the findings and recommendations.
* Participate in a presentation to discuss and present research findings and recommendations, which will be recorded for Natural England staff.
* Provide a final report that is suitable for peer review and publication on the development and potential of the tool taking into account feedback from the steering group. We would also be open to this being written up an academic paper ready for peer review.
* Provide a summary presentation of the final report in a suitable format to communicate and share findings.

The data analysis and interpretation should follow established methodologies to demonstrate transparency.

Natural England will provide the following to the successful contractor:

* Project data in Excel format.
* Raw monitoring and outcome data gathered using the tool in Excel format.
* Summary data from the dashboard.
* Copies of the survey templates.

1. 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.

1. Timetable and Milestones

|  |  |  |
| --- | --- | --- |
| Milestone | Detail | Proposed Dates |
| Contract Award and clarifications |  | September 2023 |
| Inception meeting | To agree objectives and scope of the work with members of the project steering group. | January 2024 |
| Project Inception Document | Plan outlining the agreed approach. | January 2024 |
| Commencement of Work |  | January 2024 |
| Update meetings | Frequency to bet set at inception meeting. |  |
| Draft review report |  | March 2024 |
| Final Project report ready for peer review |  | March 2024 |
| Summary Presentation Document for use by NE. |  | March 2024 |

1. Budget

Quotes not to exceed £15,200 including VAT. Proposals in excess of the maximum will not be considered.

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

It is anticipated that this contract will be awarded for a period of 3 months to end no later than 31st March 2024. Prices will remain fixed for the duration of the contract award period.

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) .

1. Evaluation Criteria

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

* Quality/Technical – 70%
* Price/Commercial – 30%

The quality criterion is split into sub-criteria, which are weighted to reflect their relative importance and/or risk. These sub-criteria are listed below, along with the information we require you to return as part of your tender submission.

The evaluation criteria and weighting for this requirement is set out in the table below.

Quality Criteria (70% of overall score)

There are two quality/technical criteria outlined below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question Number | Question | Maximum Available Score | Weighting (% of quality score) | Maximum length |
| E01 | Approach and methodology (60%)   * Confirmation that your quotation proposal meets our specification. Please highlight any differences or provide alternatives with reasons/benefits of using those alternatives. * Clearly set out the proposed approach and methodology for delivering the full scope of the work. Justify the proposed approach by explaining why the methods proposed are the most suitable. * Demonstrate an understanding of what Natural England is trying to achieve through this contract. | 100 | 60% | 2 sides of A4, font size 11 |
|  |
| E02 | Ability to deliver (availability and technical capability) (40%)   * Details provided of project timeline, quality assurance measures (including internal monitoring and review processes), project management techniques and reporting and support systems. * Demonstrate a clear understanding of the requirements in the specification and the services we are seeking. * Demonstrate good project planning and management skills. * Confirmation of adequate staff resources devoted to the project and with appropriate expertise * The project will require knowledge and experience of data analysis and the research area of Nature Connection. * Relevant previous experience of similar contracts or work. | 100 | 40% | 1 side of A4, font size 11 |

Scored for the quality criteria will be based on the following:

|  |  |
| --- | --- |
| Score | Justification |
| For a score of hundred (100): | Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| For a score of seventy (70): | Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled. |
| For a score of fifty (50): | Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements. |
| For a score of twenty (20): | Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| For a score of zero (0): | Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |

Commercial Award Criteria (30% of overall score)

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 use in the delivery of this requirement. Costs will need to be reasonable, competitive and offer value for money.

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.

1. Information to be returned

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

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

Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email. The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then countersign.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annex 3 – Survey Questions

Annex 4 – Project Detail

PDFs attached.