**REQUEST FOR QUOTATION**

**FOR**

**MOBILE EXHIBITION VEHICLE & ANCILLARY SERVICES 2025-28**

**National Highways CCFT REF: ITT\_779**

**Return Date of RFQ: 12:00 on 23/09/2024**

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### Overview of National Highways

* 1. We are the government company charged with operating, maintaining and improving [England’s motorways and major A roads](https://www.gov.uk/government/publications/roads-managed-by-the-highways-agency).
  2. Formerly the Highways Agency, we [became a government company](https://www.gov.uk/government/publications/transforming-the-highways-agency-into-a-government-owned-company-impact-assessment) in April 2015 and changed our name to National Highways Ltd in August 2021.

**Our responsibilities**

* 1. Our road network totals around 4,300 miles. While this represents only 2 per cent of all roads in England by length, these roads carry a third of all traffic by mileage and two thirds of all heavy goods traffic.
  2. We will deliver £27.4 billion investment on our road network as described in the government’s [Road Investment strategy.](https://www.gov.uk/government/publications/road-investment-strategy-2-ris2-2020-to-2025)
  3. This includes capital funding committed between 2020 and 2025 – as set out in our [Strategic Business Plan.](https://www.gov.uk/government/publications/highways-england-strategic-business-plan-2020-2025)

**Our aims**

* 1. Our ambition is to ensure our major roads are more dependable, durable and – most importantly – are safe. We work hard to make sure our road network is:
* free flowing – where routine delays are infrequent and journeys are reliable.
* safe and serviceable – where no one should be harmed when travelling or working.
* accessible and integrated – so people are free to choose their mode of transport and can move safely across and alongside our roads.

We further aim to:

* support economic growth with a modern and reliable road network that reduces delays, creates jobs, helps business and opens up new areas for development.
* ensure our activities result in a long-term and sustainable benefit to the environment.

### Scope of Requirements/ Specification

* 1. This contract opportunity is for a Supplier to provide National Highways with a new Mobile Exhibition Vehicle, available for operational use from 01 April 2025 that has been fully converted and customised. In addition to the mobile exhibition vehicle, the supplier will be required to provide additional services as referenced within the specification document. The Contract will initially be in place for a period of 3 years, with an optional 2-year extension period.
  2. The supplier is therefore required to:
* Provide a new vehicle fully converted in accordance with the specification, to be maintained in accordance with UK legal requirements as per manufacturer’s recommendations.
* Provide a driver for each event, who will also set-up and dismantle the vehicle.
* Provide a secure storage facility for the vehicle when not in use.
* Provide an Account Manager as a single point of contact for bookings, invoicing and general administration, operation and maintenance relating to the hire of the vehicle.
  1. The full specification “Appendix A – National Highways Mobile Exhibition Vehicle & Ancillary Services 2025-28 – Specification” can be found in the National Highways E-Sourcing portal (CCFT).
  2. The vehicle will be converted to meet the requirements for the Mobile Exhibition Vehicle outlined in the specification document by the successful supplier or an approved subcontractor.

### Request for Quotation Conditions

**General**

* 1. These Instructions apply to the submission of a response for National Highways Mobile Exhibition Vehicle & Ancillary Services 2025-2028.
  2. National Highways would like to identify a potential supplier for the requirements detailed within this request for quotation. This will be a compliant, affordable bid which meets the selection criteria.
  3. The response must be submitted in accordance with these Instructions. Any response not complying with these Instructions may be rejected by the National Highways whose decision in the matter will be final. These Instructions will not form part of the proposed contract.
  4. For enquiries contact National Highways via the e-Sourcing portal <https://nationalhighways.ukp.app.jaggaer.com/> for the Mobile Exhibition Vehicle & Ancillary Services 2025-28.
  5. The Procurement Officer for this request for quotation is Kyle McGill.
  6. Contact with the Procurement Officer must be made via the e-Sourcing portal only. Except where otherwise directed in these Instructions, potential suppliers must not contact any person in relation to this request for quotation other than the Procurement Officer or, if nominated, their designated deputy. The name of any designated deputy will be confirmed in writing.
  7. The request for quotation must be treated as private and confidential. The potential supplier should not release information concerning the request for quotation documents.
  8. National Highways is not liable to reimburse any costs or losses incurred by a potential supplier in considering or submitting a quotation in response to this request for quotation or otherwise in connection with this competition.

**Documents**

* 1. A list of documents relating to the request for quotation are contained in Annex A.
     + - Any drawings, prints, specifications, data, calculations and analyses issued as part of this request for quotation remain the property of National Highways.
       - All such information issued to the potential supplier may only be used for the purpose of quoting. Such information should not be disclosed to persons unconnected with the request for quotation.
       - These provisions apply equally to drawings and other information supplied for the purpose of the request for quotation.

**Communication**

* 1. Any queries from the potential supplier regarding the request for quotation documents must be submitted to the Procurement Officer via the e-sourcing portal (<https://nationalhighways.ukp.app.jaggaer.com/>) no later than 7 working days prior to the date of return of quotations.
  2. All queries will be answered by the Procurement Officer, query responses will be issued via the e-sourcing portal.

**Indicative Procurement Timetable**

***Table 1: Procurement Programme***

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Request for Quotation Issued | 23/08/2024 |
| Deadline for submission of queries | 16/09/2024 |
| Deadline for submission of Quotation Responses | 23/09/2024 |
| Quotation Evaluation and Governance | 23/09/2024 – 14/10/2024 |
| Standstill letters issued | 14/10/24 |
| Earliest Contract Award | 25/10/2024 |

**Cancellation of Request for Quotation**

* 1. National Highways intends to award a contract for this request for quotation. However, it reserves the right not to proceed with any response made to this request for quotation.

If National Highways decides:

* + - * to cancel the request for quotation or evaluation process at any stage,
      * not to proceed with any proposal made in response to this request for quotation or
      * not to accept a quotation for any reason

**Submission of Quotations**

* 1. The Quotation and supporting documents must be written in English.
  2. The Quotation must be submitted in accordance with the request for quotation documents including any query responses.
  3. The Quotation must not be qualified or accompanied by statements or a covering letter that might be construed as rendering the quotation equivocal.
  4. Unauthorised alterations or additions must not be made to any component of the request for quotation documents. National Highways’ decision as to whether or not a quotation complies with these instructions will be final.
  5. A Quotation not submitted via the e-Sourcing portal by the submission deadline may be excluded from further consideration.
  6. The Quotation should remain open for acceptance for 90 calendar days from the submission deadline.

## The potential supplier must sign and return to National Highways’ via the e-portal

Fair Payment Charter (refer to Annex B)

Anti- Bribery Code of Conduct (refer to Annex C)

Anti- Fraud Code of Conduct (refer to Annex D)

before the quotation can be accepted.

### Selection Questionnaire Submission

## Tenderers are required to return the Selection Questionnaire Submission in the Qualification Envelope on the Sourcing Portal in accordance with the guidance in Appendix D Selection Questionnaire.

## The Selection Questionnaire includes the following:

## PART 1: Potential supplier information

## PART 2: Exclusion grounds

## PART 3: Selection questions

## The Tenderer ranked first will be required to submit evidence to support its declarations in the Selection Questionnaire within the time stated. National Highways will check the evidence which supports the answers given to the Selection Questionnaire before award. If the required evidence is not provided within the time stated, or the evidence does not support the statements made in the Selection Questionnaire, the Tender will be rejected.

## National Highways will assess the responses to Part 3 of the Selection Questionnaire in accordance with the assessment criteria in the Selection Questionnaire in Appendix D. In the event of a Tender being given a “fail” against any of the assessed criteria, the Tender will be rejected.

## Subject to the outcome of the economic and financial standing tests undertaken as part of the Selection Questionnaire process, National Highways will contact the Tenderer ranked first before Tender acceptance if a parent company guarantee (or other security agreed in accordance with these Instructions) is required, specifying the required guarantor or other security.

## If the Tenderer ranked first passes the Selection Questionnaire assessment as set out in paragraph 3.23 and complies with any request made in paragraph 3.22, then it is awarded the Contract.

## If the Tenderer ranked first fails the Selection Questionnaire assessment as set out in paragraph 3.23 or fails to comply with any request made in paragraph 3.22, the Tenderer who is ranked second following Evaluation has its Selection Questionnaire evaluated in accordance with the process in paragraphs 3.22 and 3.23. This process is repeated until the highest ranked remaining Tenderer passes the Selection Questionnaire assessment.

## Further instructions can be found in the Selection Questionnaire document.

### Quality Response

* 1. The potential supplier must submit the documents listed in Annex A within the Technical Envelope in ITT\_779 on the National Highways e-Sourcing Portal.
  2. The potential supplier is required to complete a quality response with their quotation via the National Highways e-Sourcing Portal. The elements outlined in the below tables are seen as essential for the delivery of a successful contract. Potential suppliers should demonstrate how their proposed solution addresses these elements. Potential suppliers shall also provide evidence to support their response.
  3. The Quality Response must not exceed the page limit, which is 10 sheets of A4 paper or *20 sides* for all questions*.*
  4. Text must be presented in “Arial” font and be no smaller than 11 point, single-spaced with margins set at 2.5cm.
  5. The page limit and font size relate to the entire Quality Response including paper covers, title pages, drawings, diagrams, flow charts and annexes. The pages of the Quality response must be numbered. Page numbers and other header or footer information may be included in the margin space.
  6. If the Quality Response or any part of it exceeds the page limits, the content of the pages after the limit is reached will be disregarded and will not be evaluated.
  7. If potential suppliers consider that the page limit is insufficient to provide the information required by these Instructions, then a tender query should be raised. No guarantee will be given that the page limit will be increased.
  8. The Quality Questions responses to be submitted within the ITT on the National Highways e-Sourcing portal can be found in Table 2 below.

***Table 2: Quality Questions***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Theme** | **Question** | **Requirements** | **Weighting** | **Page Limit** |
| 1 | Health, Safety & Wellbeing | How do you embrace and embed Health, Safety and Wellbeing within your organisation and supply chain? | Your approach should consider but is not limited to.   1. Your organisation’s Health & Safety Policy. 2. How you monitor Health, Safety & Wellbeing incidents and ensure they are minimised. 3. How Health Safety & Wellbeing is communicated to and monitored through your supply chain. 4. How you deliver Health & Safety training to staff throughout the supply chain and how that training is regularly refreshed. | 25% | 3 |
| 2 | Storage & Security | How will the security of the vehicle be maintained and managed throughout the contract? | Your approach should consider but is not limited to.   1. Your proposed storage facilities including security and monitoring of the vehicle whilst on site. 2. How you will ensure the vehicle is setup safely during events. 3. How the vehicle will be cleaned and prepped prior to and after event days. | 20% | 2 |
| 3 | Specification | How will you ensure that the proposed vehicle will meet the Specification? | Your approach should consider but is not limited to.   1. The proposed make and model for delivery of the contract and why. 2. How you will ensure that the vehicle customisation is delivered 'right first time' to National Highways' satisfaction. | 25% | 2 |
| 4 | Delivery & Customer Service | How will you manage delivery of the contract? | Your approach should consider but is not limited to.   1. How you will ensure that the vehicle will be available for the contract start date. 2. Your contingency plan to maintain delivery of the service requirements in the event that the vehicle is not fit for use. 3. Your Account Management process. | 20% | 2 |
| 5 | Provision of a Dedicated Driver | How will you ensure a suitable, competent, and trained driver is available for all events throughout the contract? | Your approach should consider but is not limited to.   1. Whether the driver is provided in-house or sub-contracted. 2. How you will ensure drivers are suitable and fit to drive prior to an event. 3. How you will ensure the service requirements are met should a driver not meet the safety standard. | 10% | 1 |

### Pricing Schedule

* 1. The services to be priced are detailed in the document “Mobile Exhibition Vehicle & Ancillary Services 2025-28 – Pricing Schedule.xlsx” template which can be found in the National Highways e-Sourcing portal.
  2. The potential supplier is required to complete the provided Pricing Schedule by inserting their rates. The units, quantities and price within the Pricing Schedule are locked.
  3. No alterations, including adding additional tabs to the Pricing Schedule will be accepted and may result in a non-compliant quotation.
  4. An analysis of the submitted prices and / or cost breakdowns will be completed, highlighting variances or where further evidence is required which may need to be justified by the supplier. This will also include any affordability checks.
  5. The completed Pricing Schedule must be submitted in the Commercial Envelope of ITT\_779 on the National Highways E-Sourcing Portal.

### Evaluation and Award

**Evaluation of Quotations**

* 1. A quotation that is not compliant or completed fully may be rejected.
  2. Based on the information provided by the potential supplier, the submission will be evaluated based on the following criteria:
  3. Quality (70%) + Pricing (30%) = 100%
     + - Quality Score % will be calculated as follows:

Total sum of (question score weighting of question) = Potential Supplier Quality Score

(Potential Supplier Quality Score Max Quality Score Available) 70 = Potential Supplier’s Weighted Quality %

* 1. Table 3 below outlines a Quality Score Worked Example.

***Table 3 – Quality Score Worked Example***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tenderer A - Quality** | | | | | |
| **Question** | | **Score** | **Weighting** | **Weighted Score** | |
| Question 1 | Health, Safety and Wellbeing | 9 | [25]% | 22.5 | |
| Question 2 | Storage & Security | 9 | [20]% | 18 | |
| Question 3 | Specification | 6 | [25]% | 15 | |
| Question 4 | Delivery & Customer Service | 3 | [20]% | 6 | |
| Question 5 | Provision of a Dedicated Driver | 10 | [10]% | 10 | |
| Total Weighted Score | | | | 71.5 | /100 |
| Quality Score (70%) | | | | 50.05 | % |

## The Quality elements will be scored using the following scale.

***Table 4 – Scoring Matrix***

| Classification | Score | Description |
| --- | --- | --- |
| Unsatisfactory | 1 | An unsatisfactory score will be applied if:   1. The response does not answer the question, or fails to address one or more of the requirements; or 2. The methodology lacks basic explanatory detail or there is little or no supporting evidence provided   Overall the response provides National Highways with unsatisfactory confidence that the contract requirements will be achieved |
| Weak | 3 | A weak score will be applied if:   1. The response answers the question and addresses all the requirements; and 2. The response is supported by methodology linked to the requirements, which includes defined procedures, resources and systems, which is supported by evidence   and   * The methodology does not directly support the delivery of the requirements, or * The methodology and evidence are lacking in relevant detail   Overall the response provides National Highways with weak confidence that the contract requirements will be achieved. |
| Good | 6 | A good score will be applied if:   1. The response answers the question and addresses all the requirements; and 2. The response is supported by methodology directly supporting the delivery of the requirements, which includes defined procedures, resources and systems, and is supported by evidence. The methodology and evidence may be lacking in detail but in minor areas only   Overall, the response provides National Highways with good confidence that the contract requirements will be achieved. |
| Very Good | 9 | A very good score will be applied if:   1. The response meets the standard for good; and 2. Both methodology and evidence are fully detailed; and 3. The evidence demonstrates a very good likelihood of successful implementation.   Overall the response provides National Highways with very good confidence that the contract requirements will be achieved. |
| Excellent | 10 | An excellent score will be applied if the response:   1. meets the standard for very good; and 2. Demonstrates it will contribute to continuous improvement.   Overall the response provides National Highways with excellent confidence that the contract requirements will be achieved. |

* 1. Pricing % will be calculated as follows:
* (Lowest Compliant Quotation Price Potential Supplier’s Price) 30 = Potential Supplier’s Weighted Pricing %

***Table 5 – Pricing Score Worked Example***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tenderer** | **Lowest Price Rank** | **Variance from Lowest** | **Price Score** | **Weighted Score** |
| Tenderer A | 1 | 0.00% | 100.00 | 30.00 |
| Tenderer B | 2 | 8.33% | 91.67 | 27.50 |
| Tenderer C | 3 | 16.67% | 83.33 | 25.00 |

***Table 6 – Combined Score Worked Example***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Total Weighted Quality Score | Total Commercial Score | Quality Percentage Score | Commercial Percentage Score | **Total Weighted Score** |
| **Tenderer A** | 71.5 | 100 | 50.05% | 30.00% | **80.05%** |
| **Tenderer B** | 86.0 | 91.67 | 60.20% | 27.50% | **87.70%** |
| **Tenderer C** | 83.5 | 83.33 | 58.45% | 25.00% | **83.45%** |

**Award**

* 1. If the quotation is accepted, the Procurement Officer will inform successful and unsuccessful Tenderers of National Highways decision about the award of the Contract in standstill letters prepared in accordance with Regulation 86 of the Regulations.
  2. Unsuccessful suppliers will also be given written feedback on their response shortly after the assessment has been completed.
  3. Prior to the award of any contract the Preferred Supplier must provide evidence that any insurances required by the contract are in place.
  4. Details of the Contract Award will be published on Contracts Finder (<https://www.contractsfinder.service.gov.uk/Search>) and Find a Tender Service (<https://www.find-tender.service.gov.uk/Search>).

### Potential Supplier Return

* 1. The potential supplier should ensure before submitting their response to this RFQ that all required response information has been completed and uploaded along with any supporting information, which you consider appropriate.
  2. Any supporting information should be provided separately to your main response and labelled to make it clear as to which part of your response it relates to. If you submit a policy / document you must indicate the reference to the question number that it relates to.
  3. Where supporting evidence is requested as ‘or equivalent’ you must demonstrate such equivalence as part of your response.
  4. Your response to the requirements and pricing will be incorporated into the Contract, as appropriate.
  5. It is the potential supplier’s responsibility to contact the National Highways e-Sourcing helpdesk for support should they have any difficulties uploading or accessing the tender documents.
  6. The potential supplier is advised that it is compulsory to complete and return all of the response information and documents listed in Annex B.

### Terms and Conditions relating to Award

* 1. The award of this contract will be via an open tender procedure.
  2. The documents relating to this contract are available in the National Highways e-Sourcing portal for your review as part of the Request for Quotation. Contract documents are listed in Annex A.
  3. Please note that the award of the contract may be delayed if a claim is issued against National Highways prior to the execution and completion of the contract.
  4. No contract will exist until the National Highways Short Form Supply Contract has been executed and completed.

# Annex A - List of Documents:

The following documents are provided to potential suppliers:

|  |  |
| --- | --- |
| **Theme** | **Document Title** |
| Request for Quotations (RfQ) | Certificate of Compliance with National Highways Policies (Annex C) |
| National Highways Fair Payment Charter (Annex D) |
| National Highways Anti Bribery Code of Conduct (Annex E) |
| National Highways Anti-Fraud Code of Conduct (Annex F) |
| Specification | Appendix A – Mobile Exhibition Vehicle & Ancillary Services Specification |
| Pricing Schedule | Appendix B - National Highways Mobile Exhibition Vehicle & Ancillary Services Pricing Schedule |
| Form of Contract | National Highways Short Form Agreement for Purchase of Services – Mobile Exhibition Vehicle & Ancillary Services 2025-28 |
| Selection Questionnaire | Appendix C - Mobile Exhibition Vehicle & Ancillary Services Selection Questionnaire |
| Tender Query Form | Appendix D – Mobile Exhibition Vehicle & Ancillary Services Tender Query Form |
| Engagement Van Brochure | Appendix E – Engagement Van Brochure |

# Annex B - List of Documents To BE RETURNED WITH THIS QUOTATION

**Qualification Envelope**

|  |  |
| --- | --- |
| **Document Title** | **Number to be Returned** |
| Selection Questionnaire Response | 1 |

**Technical Envelope**

|  |  |
| --- | --- |
| **Document Title** | **Number to be Returned** |
| Quality Questions Response | 1 |
| Completed Annex C- Certificate of Compliance with National Highways Policies | 1 |

**Commercial Envelope**

|  |  |
| --- | --- |
| **Document Title** | **Number to be Returned** |
| Completed National Highways Mobile Exhibition Vehicle & Ancillary Services Pricing Schedule | 1 |
| National Highways Term Service Short Contract | 1 |

# Annex C - Certificate of Compliance with National Highways Policies

Please sign below and return the document in the Technical Envelope to certify that by submitting a quotation for this procurement you agree, if your quotation is successful, to comply with the following National Highways policies set out below.

• Fair Payment Charter

• Anti-bribery Code of Conduct

• Anti-fraud Code of Conduct

• The Armed Forces Covenant

………………………………… …………………………………

**(signed) (position)**

………………………………… …………………………………

**(print name) (date)**

# Annex D - Fair Payment Charter

This charter aims to align with the principles outlined by the Office of Government Commerce in its “Guide to Best Fair Payment Practice”. It is not intended to be a legally binding document and will not be used in construing any contractual commitment.

Suppliers who have not already signed up to their commitment to work towards delivering the requirements of this charter will be expected to do so prior to award of any National Highways contract.

It is recognised that Suppliers to National Highways may require an introductory period to modify their business systems and procedures in line with the charter commitments.

Fair and transparent payment practices are essential to achieving successful integrated working on all contracts. National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to meeting the principles of fair payment.

As a supplier to National Highways, we agree that we will strive to meet the Fair Payment commitments set out below. We will additionally seek to embed the principles throughout our supply chain.

Companies have the right to receive correct full payment as and when due. Deliberate late payment or unjustifiable withholding of payment is ethically not acceptable.

‘Fair Payment’ will apply equally between the client and lead contractor and throughout the supply chain.

The process will be transparent, and members of the supply chain will have certainty of how much and when they will be paid.

Companies will consider, where appropriate, operating relevant contracts on an open book basis.

The correct payment will represent the work properly carried out, or products supplied, in accordance with the contract. Any withholding of payment due to defects or non-delivery will be proportionate and demonstrably justified in line with arrangements made at the time of contract.

To ensure effective and equitable cash flow for all those involved, all contracts will provide for regular payments and have payment periods not exceeding 30 days, from receipt of invoice.

In order to avoid payment delays, the client and all supply chain members will agree payment procedures at the outset of their contracts.

Payment will be through electronic BACS transfer and will apply throughout the supply chain

Monitoring compliance with the Charter principles will be built into the National Highways “Collaborative Performance Framework “for performance measurement” (or any other performance measurement tool used).

# Annex E - Anti-Bribery Code of Conduct

National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to meeting the principles of anti-bribery, as enacted in the Bribery Act 2010 and Ministry of Justice guidance.

The Commitment

As a supplier to National Highways, we confirm that we will meet the commitments set out below and will embed the principles throughout our supply chain.

1. We are committed to ensuring that our business operates with the utmost integrity.

2. We, and those employed by us will not:

• Offer, promise, pay or provide bribes\* to any person

• Request, agree to accept or receive bribes

• Offer hospitality to National Highways’ staff that would breach the requirements of Annex D

• Commit any act of bribery that would cause National Highways to be in breach of any anti bribery laws.

3. We are committed to having robust procedures and controls in place within our business to minimize the risk of bribery with the aim of preventing bribery and confirm that we:

• Have a zero-tolerance of bribery offences throughout our organisation;

• Conduct risk assessments to identify and monitor potential bribery risks;

• Adopt due diligence measures to vet and approve third parties performing services on our behalf;

• Have clear, practical and accessible policies and procedures to address potential risks of bribery, and to prevent bribery;

• Provide education and awareness to all our employees on anti-bribery;

• Have a mechanism in place to allow employees to report potential bribery issues in confidence and have a process to deal with reports protecting the reporting individual;

• Deal effectively with any occurrences of bribery; and

• Act at all times in good faith, impartially and in accordance with a position of trust.

4. We agree to:

• keep accurate and up to date records showing all payments made and received and all other advantages given and received and permit National Highways to inspect those records as required; and

• Immediately notify National Highways of any breach of paragraph 2 above.

A bribe for the purpose of this policy is the provision of any financial or other advantage to encourage or induce that person to perform their functions or activities improperly or to reward that person for having already done so. Bribes can include money, gifts, hospitality, entertaining, commissions, expenses, reciprocal favours, political or charitable contributions, or any direct or indirect benefit or consideration.

Offer no -

• Gifts other than low-value items such as diaries or calendars (up to £10 in value). Calendars, diaries or other small items of office equipment may be offered and accepted but the gift must bear the company's name or insignia and can legitimately be regarded as being in the nature of advertising material

• Benefits and/or hospitality and / or entertainment such as cocktail parties, meals, receptions, presentations and conferences; and also, invitations to social, cultural and sporting events

• overnight accommodation and travel to and from a venue at which an event is being held

# Annex F - Anti-Fraud Code of Conduct

National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to working fairly, honestly and with integrity and transparency. National Highways does not tolerate any form of fraud.

Fraud is a dishonest act, through false representation, failure to disclose information or abuse of position, with the intent of causing a gain for self, or loss to another.

Fraud does not necessarily result in direct or immediate financial benefit for the individual(s) committing fraud but may cause a loss and/or a negative reputational impact to another.

The Commitment:

As a supplier to National Highways, we confirm that we will meet the commitments set out below and will embed the principles throughout our supply chain.

1. We are committed to ensuring that our business operates with the utmost integrity.

2. We, and those employed by us, will not commit any fraudulent acts or carry out any of the following acts which could amount to fraud including, but not limited to:

• Submission of false or inflated claims or invoices for payment or reimbursement;

• Intentional distortion of financial statements or other records;

• False or fraudulent financial reporting or making false or fictitious entries concerning accounts, equipment or supplies;

• Forgery or alteration of any documents such as cheque, bank draft or any other financial documents including destruction or removal of records;

• Impropriety in the handling or reporting of money or financial transactions;

• Theft or misappropriation of assets or funds;

• Disclosure of confidential information to third parties without authority for personal gain; and

• The payment of excessive prices or fees where they are not justified.

3. We agree to:

• Keep accurate and up to date records showing all payments made and received and all other advantages given and received and permit National Highways to inspect those records as required; and

• Immediately notify National Highways of any breach of this Code.

# Annex G - The Armed Forces Covenant

The Armed Forces Covenant is a public-sector pledge from Government, businesses, charities and organisations to demonstrate their support for the armed forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

The Covenant’s two principles are that:

• National Highways encourages all Tenderers, and their suppliers, to sign the Corporate Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

• Guidance on the various ways you can demonstrate your support through the Corporate Covenant is at The Corporate Covenant.

If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the MOD can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: covenant-mailbox@mod.uk

Address: Armed Forces Covenant Team

Zone D, 6th Floor, Ministry of Defence,

Main Building, Whitehall, London, SW1A 2HB

The above is not a condition of working with National Highways now or in the future, nor will this issue form any part of the quotation evaluation, contract award procedure or any resulting contract. However, National Highways very much hopes you will want to provide your support.