

People’s Plan for Nature

Invitation to Tender

May 2022

The Wild Isles project, built around a landmark natural history TV series to be broadcast in early 2023, is a unique partnership between WWF and the RSPB. The project aims to inspire people in the UK to value and protect nature. It will encompass a full programme of activity incorporating public engagement, mobilisation, supporter growth, campaigns and advocacy.

We’re developing a first of its kind mobilisation programme built around the documentary series to inspire and activate audiences to take the urgent action needed to save the nature of our wild isles. It will also play a crucial enabling role in creating the nature-positive society so crucial to the political, economic and systems change needed to save nature and keep the world below 1.5C.

To kick start this mobilisation programme, it is proposed we convene and run a participatory process in the run up to the broadcast of Wild Isles in 2023. This programme of work is called the People’s Plan for Nature.

The People’s Plan for Nature will create a plan for everyone to work towards a nature-positive UK. The plan will be developed through a creative, innovative and inclusive participatory process. This will include an open idea generation phase and a citizens’ assembly on nature. We believe adopting a participatory model is crucial to generate a public mandate for the protection and restoration of UK nature.

We propose to run a participatory process which is drawn from the RAPID model of decision making, originally proposed by Bain & Co in a corporate context and adapted by the OECD’s Future of Democracy Network for participatory democracy projects.

We are inviting suppliers to tender for the delivery of this process. There are three lots, and suppliers can submit for one or multiple lots. RSPB is leading procurement for this project on behalf of the project partnership.



Date: 12 May 2022

Dear Sir or Madam,

TENDER FOR THE SUPPLY OF PARTICIPATORY PROCESS TO DEVELOP A PEOPLE’S PLAN FOR NATURE

Period June 2022 to June 2023

You are invited to tender in competition with others to provide the goods and/or services specified above. RSPB are managing the tender process on behalf of the partnership but all bids will be reviewed in equal partnership with WWF.

The following documents are enclosed and must be, where applicable, completed and signed on behalf of the supplier.

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| Document A | Instruction and Information |
| Document B | RSPB: A Brief Introduction |
| Document C | Specification of Goods / Services |
| Document D | Company Information |
| Document E | Form of Offer |
| Document F | Terms and Conditions |
| Document G | Certificate of Bona Fide Offer |

Your tender response should be emailed to helen.meech@rspb.org.uk by midday on Monday 6th June.

Only tenders submitted in accordance with the RSPB’s Terms and Conditions will be considered. Any tenders that are incomplete, or received after the time indicated, may be disregarded.

If you wish to discuss any aspect of this tender prior to tendering, please email [helen.meech@rspb.org.uk](mailto:helen.meech@rspb.org.uk)

If you do not wish to tender on this occasion, please let us know.

Yours faithfully

Helen Meech

Head of Movement Building

RSPB

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|  | **Document A**  **Instructions and information** |

1. This document is designed to be completed electronically. You are required to mark boxes, insert information or submit additional documentation in response to the questions herein. Whilst the text boxes should expand as you add text, if there is insufficient space for your response please attach a separate document clearly marked with the name of your Company, the reference number and the number(s) of the question(s) to which it relates. Please ‘sign’ this document by adding your name to the end of Document G.
2. If you are unable to comply with a request for information or provide documentation requested then a written account explaining the absence of the information must accompany the return of this tender. Please be aware that the failure to respond to any of the questions, without a written reason, may result in a negative evaluation of that element within the overall evaluation of this questionnaire.
3. The RSPB may require supplementary information or clarification or further evidence of the information given. The RSPB may wish to visit reference sites given as evidence of relevant experience.
4. The RSPB may request interviews with all or a selection of applicants or none. Applicants will be notified in due course. The ability of suppliers may also be determined by, amongst other factors, references, certification, site visits and ‘mystery shopping’.
5. Please answer the questions specifically for your company, NOT for the group if you are part of a group of companies. Please note the term “Company” refers to: Sole proprietor, partnership, incorporated company, co-operative, or voluntary organisation as appropriate.
6. During the term of this agreement and for 1 year thereafter, neither party shall solicit to work for it any person who is or was employed by the other party and who has been involved in the provision of the Services at any time during the preceding 12 months. For the avoidance of doubt, if a person who is or was employed by the other party at the relevant time responds to a publicly advertised recruitment campaign, the recruiting party shall not be deemed to have solicited that person from the other party. If either party is in breach of this it shall pay to the other party an amount equivalent to the gross salary paid by that other party to the relevant employee for the final 12 months of employment.
7. No charge will be made to the RSPB by applicants for any preparation costs accrued during the tender process, whether the applicant was successful or not.
8. You are invited to submit your best offer for the work as detailed below. The RSPB reserves the right to undertake post-tender negotiations.
9. If you require any further information or clarification regarding this tender please email [helen.meech@rspb.org.uk](mailto:helen.meech@rspb.org.uk)
10. It should be noted that in any contractual relationship that is subsequently entered into, reference will be made to the detailed information provided in the formal response to this tender document provided by the successful organisation. Thus answers and information given in your reply will become a binding part of the contractual obligations between yourselves and the RSPB.
11. Timetable

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| Invitation to Tender document sent out | Thursday 12th May |
| Tender documents to be returned | Midday, Monday 6th June |
| Presentations by shortlisted suppliers (where appropriate) | 8-10th June |
| Follow up references for shortlisted suppliers (where appropriate) | 10th June |
| Award of contract | w/c 13th June |
| Commencement of services / orders for goods | w/c 13th June |
| End of contract | Dec 2023 |

1. The RSPB does not bind itself to accept the lowest or any Tender and reserves the right to accept part only of a Tender. RSPB reserves the right to procure individual elements of the required solution from one or more supplier as appropriate.

Whilst the RSPB aims to provide feedback on failed submissions this may not always be possible, and the RSPB is under no obligation to do so.

1. Tender Evaluation Process

Tenders that fail to meet essential requirements may be excluded from consideration.

Tenders that fulfil essential requirements will be evaluated on the basis of the most economically advantageous tender, weightings as detailed below.

Diversity, Equity and Inclusion (D,E&I) is a priority for this programme of work. All tender responses must illustrate how they will embed D,E&I into their delivery of the project and demonstrate their experience of doing so.

WWF-UK are an equal partner in the project. As such, tenders will be evaluated in collaboration with WWF-UK colleagues.

Pitches will be presented to a panel of RSPB and WWF-UK in early June.

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| **Criterion** | **Weighting** |
| Service Delivery | 20% |
| Price, including budget breakdown | 20% |
| Relevant experience | 40% |
| Diversity, Equity and Inclusion | 10% |
| Sustainability | 10% |

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|  | **Document B**  **A Brief Introduction** |

For details on the RSPB’s challenges and achievements in the previous financial year please go to

<https://ww2.rspb.org.uk/about-the-rspb/about-us/how-we-are-run/annualreview/>

For details on the RSPB Mission please go to

<https://ww2.rspb.org.uk/about-the-rspb/about-us/our-mission/>

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|  | **Document C**  **Specification** |

# Introduction and background

Traditional conservation is no longer enough. The problems our world is facing can only be changed if action is taken. Now is our chance to fight for our world, by bringing people together to save and restore nature.

We know we must create a nature positive UK by 2030 to be on track for net zero carbon emissions. To do this we need people by our side, and we need them to be mobilised to make a difference. We must ensure people feel like they can play a vital role in making a difference, and to do this we’ll need to break down barriers, including being relevant and appealing to diverse audiences.

In early 2023, RSPB and WWF-UK are partnering on a major natural history documentary series - Wild Isles. 34% of people surveyed said that documentaries like Blue Planet II or Seaspiracy have prompted them to take more action to tackle climate change (Hubbub, 2021) – making them one of the most effective tools to inspire change. We have a unique opportunity to inspire and activate this audience to take urgent action to save the nature of our wild isles.

One of the biggest learnings from WWF-UK’s experience working on the Our Planet and David Attenborough: A Life on Our Planet series was that a large audience watching the series did not translate into action, with viewers struggling to link the issues within the documentary to their everyday lived experience. We want to learn from this, and ensure we create a mobilisation programme that meets our audiences where they are, and takes them on a journey to more, and more impactful, action for nature.

To maximise the opportunity of Wild Isles we need to build a public mandate for change, working with people and communities across the UK to both understand their current relationship with nature, and co-create a plan for restoring UK nature in a way which builds collective agency and people power. Our vision is to galvanise the movement, ready to use the reach of the documentary to deliver transformative change for nature.

To successfully galvanise a movement for nature, the People’s Plan for Nature must be representative and inclusive of the diverse range of communities that make the UK. Therefore, Diversity, Equity and Inclusion principles must be embedded into the design of the programme from the start. It is also essential that the programme of work is intergenerational, ensuring that the young people have a clear voice as well as a central and respected role in the delivery of the People’s Plan for Nature.

# Requirement for support

## Context to the requirement

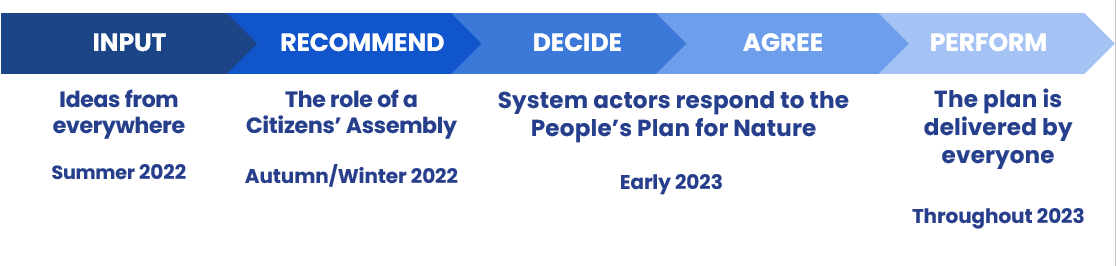
We will build a public mandate for change through the People’s Plan for Nature. We propose to co-create this plan with UK public through a creative, innovative and inclusive participatory process. This will include an open idea generation phase and a citizens’ assembly on nature. We believe adopting a participatory model is crucial to generate a public mandate for the protection and restoration of UK nature.

The People’s Plan for Nature’s recommendations will provide a public mandate to create a nature-positive society, empower people to act, and restore UK nature by 2030. It will set out a range of actions needed by national and local governments, conservation NGOs, food businesses and citizens and communities, to create the future people want for both themselves and nature; an irrefutable, independent case for political, business, and community-driven action.

To deepen engagement of all sectors of the UK public, the process must be representative of different age groups, ethnicities, income levels, education levels, abilities and political views.

## Overarching requirement

We are seeking to convene a participatory process which is drawn from the RAPID model of decision making, originally proposed by Bain & Co in a corporate context and adapted by the OECD’s Future of Democracy Network for participatory democracy projects. This methodology helps us integrate both online and offline participatory methods in a way that invites the right kind of participation from the right people throughout each stage.



Our objectives for this project are as follows:

1. ***Mobilise the Wild Isles audience to take action***

* When Wild Isles screens in 2023, it will bring a mass of people hungry to act for nature. Instead of channelling this energy into limited, simplistic action (think plastic straws), the comprehensive People’s Plan will be **ready and waiting** for them. It will be at a scale which meets the urgency of the problem and the intensity of public appetite for action. And crucially, it will have legitimacy beyond ‘just another NGO campaign’. It will have been developed by people themselves, based on the best available evidence from across the system. That will inspire Wild Isles watchers to act.
* As actors in the system (governments at all levels, food businesses, NGOs and community groups) start to respond to the People’s Plan over the course of 2023 and beyond, there will be continual opportunities to engage the Wild Isles audience in influencing and campaigning efforts – building their agency and triggering a lifetime’s worth of action for nature.

1. ***Align RSPB and WWF-UK with movement-building and people power***

* The People’s Plan is a big, symbolic action for RSPB/WWF to support. It puts people front and centre of the mission to save nature, in a way that other more conventional approaches to influencing and campaigning can’t.
* Action doesn’t start and end in 2022/3. The depth and intensity of being part of a genuinely people-led process – particularly as a participant in the Citizens’ Assembly, but also as a supporter e.g. via Wild Isles, will create lifelong advocates for saving nature.

1. ***Help stimulate necessary action across the system***

* The breadth of the People’s Plan will mean there are messages and recommendations for every actor in the system – UK government, devolved and local governments, NGOs, businesses, citizens and communities. At the very least, these actors will need to respond.
* The People’s Plan will stimulate action by citizens at every level long after its initial phases. It is much harder for powerholders and decision-makers in the system to ignore a genuinely people-led movement for change than a movement visibly led by established campaigners or influencers.
* Ultimately, we know that it is only through the kind of people power which the People’s Plan can stimulate that we will drive the social, political and economic changes we need to meet our nature positive and net zero goals

## Specific requirements

Suppliers are invited to bid for one or multiple lots, and the RSPB/WWF reserves the right to choose different suppliers for each lot if appropriate. For those bidding for multiple lots please outline in your response what synergies and discounts are available through this approach.

***Lot 1-*** ***Input phase – Participatory idea generation campaign***

*Campaign to launch Sept 2022*

The input phase will play several important roles, as follows:

* To launch the People’s Plan for Nature process, building reach and awareness
* To create an invitation to participate through a big, activating question that brings people together
* To provide informative and inspiring content around a range of relevant topics to prompt conversation and brainstorming of ideas
* To make everyone feel part of the process, not just those who are selected as Assembly participants - thus increasing the legitimacy and impact of any recommendations and providing a platform for citizens to act alongside other actors (such as governments, business and NGOs)

It should be open to as many ideas and insights as possible, bringing in the expertise of citizen experience and experimentation alongside academic analysis. As such, this phase represents an opportunity to open the conversation as widely and as creatively as possible - and bringing partners from across sectors into the process. It is essential that all four nations of the UK are represented in this process and that devolved contexts are considered.

The successful partner will be required to meet the specific requirements set out below.

* Development and testing of creative concept and People’s Plan for Nature brand toolkit, working with internal teams in both organisations to ensure alignment with RSPB, WWF and Wild Isles branding
* Development of online content (working in collaboration with the supplier of Lot 2 – below)
* Development of social media campaign including key messages/content & message phasing
* Development and production process for an experiential element (e.g. face to face idea generation workshops and roving conversations) to the input phase

Timeline:

* Contract to start in June 2022
* Campaign to launch in beginning of Sept
* Campaign to conclude by Nov 2022

Budget expectations:

* £100,000 - £150,000

***Lot 2 – Digital platform***

*Go live date: 1st September 2022*

The input phase will be supported by an open web platform to bring ideas together for government and citizen/community action. The platform will play a number of important roles in the process, as follows:

* Providing transparency to those who want to scrutinise the process and be assured of its impartiality
* Providing a resource to journalists and others who will be writing about the process
* A place for everyday citizens to find out what’s going on, be inspired to get involved and to share what they are doing
* Provide a shared space for people to contribute ideas for actions at an individual/community/business/Government level
* Act as a home for the longer-term legacy of the project- as we move from ideas and recommendations to implementation of action plans and local commitments

Content/basic navigation should include:

* About the project- who has commissioned it? Goals, vision, key timeline, outcomes
* About citizens assemblies- what are they? How are they run? Selection, speakers, evidence, deliberation etc
* Join in (which might include):
  + Sign up to a webinar
  + Read our evidence bundle
  + Share the good stuff you know is happening here
  + Submit your new ideas here
  + Follow along
* Schools/Youth – a dedicated space for resources and activities that are designed with young people in mind. Any interactive elements must adhere to online safeguarding requirements.
* Watch
  + Evidence session streaming
  + Webinars

Functionality requirements of the platform include:

* The homepage to house selfies, videos and other UCG to visually represent the public input to the campaign
* The ability to submit ideas for action
* Ideas should be able to be upvoted, downvoted, and “debated” on the platform - using software structures that make trolling very difficult, since you have to make a substantive argument for or against, not just react
* Comments themselves upvoted and downvoted
* The ability to live stream (or stream)
* The ability to ‘plug in’ conversations happening in social media
* The ability to rapidly ‘re-skin’ the landing page/home page to correspond to each week of the input phase
* The ability to host moving graphics and images
* The ability to update the CMS and include new content, documents and copy on a regular basis
* Links through to RSPB, WWF and in time, Wild Isles digital platform and channels

Must be designed for accessibility – ensuring colour scheme, font and language meet best practice for web accessibility. The site should easily translate with standard web plug-ins and any downloadable materials ought to be available in multiple languages – including, but not limited to Welsh.

Timescale:

* To be live from September 2022
* To run until February 2024

Budget expectations:

* £15,000 – £25,000

***Lot 3 - Deliberative partner***

*Citizens’ Assembly to conclude by January 2023*

The successful partner will be required to meet the specific requirements set out below.

* Advise on issues of frequency, scale, membership, representativeness and nature of participatory processes in order to meet identified objectives. Must ensure the process is intergenerational, creating space for young people to input and shape the plan.
* Advise on convening questions, terms of reference, processes and procedures and other framing documents and information
* Advise and lead on recruitment to the Citizens’ Assembly though sortition
* Advise on evidence gathering, input and expert witness processes. Ensure legitimacy of the process by managing and supporting the gathering of content/resources that are shared with the assembly members.
* Provide expert facilitators to lead a citizens assembly process
* Convene an intergenerational external advisory panel, an impartial group of experts that advise on the fairness of the Citizens’ Assembly process. Their role is to ensure independence and objectivity throughout. This purpose is to safeguard the legitimacy of final recommendations put forward for the People’s Plan, and ensure they have been shaped and chosen by people.
* Work with the commissioning partners to capture outputs from the processes and compile these in a final output report. We will also seek additional funding to creatively communicate the recommendations of the People’s Plan to a diverse range of audiences.
* Work with our media partners to film and produce a documentary following the People’s Plan for Nature process (akin to the People vs Climate Change)

It is essential that all participants of the citizens assembly feel included and represented in the process. Therefore, the speakers, facilitators and advisory panel must be representative of the citizens assembly, and diversity of the UK public. This means building a recruitment process that prioritises diversity, equity and inclusion.

Timing:

* Work on citizens’ assembly to start in June 2022, with assembly sessions in Nov, Dec and Jan
* Final People’s Plan ready for publication in Feb 2023

Budget expectations:

* £250,000 – 500,000
* We would like to receive proposals for an online only, hybrid and fully face to face Citizens’ Assembly, recognising the UK wide nature of the process and seeking to reduce environmental impact as far as possible, whilst supporting a robust deliberative process

## Out of scope services

The following services and aspects of this work are out of scope and will be provided either directly by RSPB or our partners:

* Subject matter expertise, research and analysis in the identified (or any other) policy areas

## Contract duration

The proposed overall timescale for the work is up to 12 months from initiation. Broadly:

* work on input phase to start in June 2022 and conclude by Nov 2022
* work on citizens’ assembly to start in June 2022, with assembly sessions in Nov, Dec and Jan
* Final People’s Plan ready for publication in Feb 2023

**3. Response to specification**

**Responding as a joint venture or consortium**

Respondents to this Request for Quotation may take the form of sole legal entities or may wish to combine to form consortia, joint ventures, unincorporated associations or partnerships. This may, for example, apply to entities who feel that alone they do not have the experience, capacity or capability to address the size and scale of the requirements.

The following additional instructions apply to Bidders who put forward a joint approach:

* A Lead Party must be identified that shall submit a response on behalf of all Parties to the JV/consortium;
* The Lead Party shall be responsible for all communication during the procurement process;
* Joint respondents must submit a structure diagram identifying the roles and relationships between the Parties including all relevant companies, their respective parent or ultimate holding companies. The structure should ensure that, as a minimum, legal obligations and liabilities are borne by an entity or entities which satisfy the financial and economic requirements;
* The declaration statements enclosed below should be completed and signed by all Parties together with written confirmation from each Party that they authorise the Lead Party organisation to act on their behalf in relation to this procurement exercise;
* If awarded a Contract, each of the Parties shall be jointly and severally responsible for the due Planning of any contract.

**Response to requirements**

The information below is a statement of minimum requirements and is not intended to limit creative or original thinking in the preparation of proposals.

**3.1 Lot 1 – Input phase – Participatory idea generation campaign**

*Are you able to meet this specification in full? If so please give details below*

*If not please state any differences in service offered*

|  |
| --- |
| Specification met? Yes /Part met  / No (tick as appropriate)  Details |

**Relevant experience**

Please describe your previous experience of delivering similar projects (Attach separate document if needed)

**Approach to the Project**

What would be your approach to this project (including methods, any management and control procedures, quality assurance, resources, sustainability considerations etc.)? (Attach separate document if needed)

**Issues**

Please highlight any issues (risks or opportunities) you anticipate in delivery of this scope of work (Attach separate document if needed)

**Diversity, Equity and Inclusion**

Please highlight how you will embed Diversity, Equity and Inclusion into delivery of the project and your experience of doing so. (Attach separate document if needed)

**Management Information**

The supplier shall be required to provide regular management information to the RSPB. Suppliers are therefore required to submit within their Tender offer examples of management information available to the RSPB, and specifically how you will monitor progress against our project objectives. (Attach separate document if needed)

**Proposed Project Team**

Please indicate personnel expected to carry out management and delivery of this contract with the RSPB and their areas of responsibility. Include summary CVs for the Partner/Director in overall charge of the commission and of your proposed team, including technical qualifications and details of experience. (Attach separate document if needed)

**3.2  Lot 2 – Digital platform**

*Are you able to meet this specification in full? If so please give details below*

*If not please state any differences in service offered*

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| --- |
| Specification met? Yes /Part met  / No (tick as appropriate)  Details |

**Relevant experience**

Please describe your previous experience of delivering similar projects (Attach separate document if needed)

**Approach to the Project**

What would be your approach to this project (including methods, any management and control procedures, quality assurance, resources, sustainability considerations etc.)? (Attach separate document if needed)

**Issues**

Please highlight any issues (risks or opportunities) you anticipate in delivery of this scope of work (Attach separate document if needed)

**Diversity, Equity and Inclusion**

Please highlight how you will embed Diversity, Equity and Inclusion into delivery of the project and your experience of doing so. (Attach separate document if needed)

**Management Information**

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**Proposed Project Team**

Please indicate personnel expected to carry out management and delivery of this contract with the RSPB and their areas of responsibility. Include summary CVs for the Partner/Director in overall charge of the commission and of your proposed team, including technical qualifications and details of experience. (Attach separate document if needed)

**3.3  Lot 3 – Deliberative process**

*Are you able to meet this specification in full? If so please give details below*

*If not please state any differences in service offered*

|  |
| --- |
| Specification met? Yes /Part met  / No (tick as appropriate)  Details |

**Relevant experience**

Please describe your previous experience of delivering similar projects (Attach separate document if needed)

**Approach to the Project**

What would be your approach to this project (including methods, any management and control procedures, quality assurance, resources etc, sustainability considerations.)? (Attach separate document if needed)

**Issues**

Please highlight any issues (risks or opportunities) you anticipate in delivery of this scope of work (Attach separate document if needed)

**Diversity, Equity and Inclusion**

Please highlight how you will embed Diversity, Equity and Inclusion into delivery of the project and your experience of doing so. (Attach separate document if needed)

**Management Information**

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**Proposed Project Team**

Please indicate personnel expected to carry out management and delivery of this contract with the RSPB and their areas of responsibility. Include summary CVs for the Partner/Director in overall charge of the commission and of your proposed team, including technical qualifications and details of experience. (Attach separate document if needed)

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|  | | | **Document D**  **Company Information** |
| **1.0** | **General** | | |
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| **1.1** | **Registered Name**    **Trading Name (if different)** | | |
|  |  | | |
| **1.2** | **Correspondence Details**  **Name of person applying on behalf of the company**    **Address:**    **Telephone:**    **Mobile:**    **Email:** | | |
|  | **Registered office Address (if different from above)** | | |
|  |  | | |
| **1.3** | **Company Registration No (if applicable)**    **VAT registration number (if applicable)** | | |
|  |  | | |
| **1.4** | **Date company was founded (if a limited company, date of incorporation)** | | |
|  |  | | |
| **1.5** | **Company structure and nature of company**  Please outline the nature of the company, whether it is a partnership, sole trader, plc etc.    Is the company proposed as party to the contract part of a larger organisation? If so please explain the relationship between the various parts of the organisation, up to the ultimate holding company.    Current number of full time equivalent staff currently employed by the company (not larger parent company) | | |
|  |  | | |
| **1.6** | **Accreditation by / Membership of Trade Association(s)**  **Is your Company registered with any industry accreditation body? YES  NO**  **If yes, please provide details:**    **Is your Company on any public sector Framework agreements? YES NO**  **If yes, please provide details:**    **Please state membership of any professional bodies/ other associations below:** | | |
| **1.7** | **Quality Assurance**  **Is all / part of your company ISO9001 Quality Assured? YES NO**  **Is all / part of your company ISO14001 Quality Assured? YES NO**  **If yes please provide copy of certification**  **Do you have any other Quality Assurance? If Yes, please summarise details below** | | |

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| **2.0** | **Financial & Business Probity** |
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| **2.1** | | **Judgements etc.**  **Are there any judgements, claims or suits pending or outstanding against your company?**  **Yes  No** If Yes, please provide full details  **Has your company ever failed to complete a contract?**  **Yes  No** If Yes, please provide full details |
| **2.2** | | Please answer all of the following questions as they apply to your Company’s circumstances. Please confirm that:  1) being a company, no resolution has been passed or Order of the Court made for the company’s winding up otherwise than for the purposes of bona fide reconstruction or amalgamation, nor has a receiver, manager or administrator on behalf of a creditor been appointed in respect of the company’s business or any part thereof, nor is it the subject of any proceedings for any of the above procedures, nor is it the subject of similar procedures under the law of any other state.  **Confirmed  Not confirmed  Non-applicable**  2) being a partnership, it has not granted a trust deed or become otherwise apparently insolvent, or it is not the subject of a petition presented for sequestration of its estate.  **Confirmed  Not confirmed  Non-applicable**  3) being an individual, you are not bankrupt, or have not had a receiving order or administration order made against you, or have not made a composition or arrangement or trust deed with or for the benefit of your creditors, or have not made any conveyance or assignment for the benefit of your creditors, or have not had a petition presented for sequestration of your estate or do not appear to be able to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EC member state.  **Confirmed  Not confirmed  Non-applicable**  4) no Directors, Partners, Associates or the Company Secretary have been involved in any Company which has been liquidated or gone into receivership.  **Confirmed  Not confirmed  Non-applicable**  5) none of the Directors, Partners, Associates or the Company Secretary have been convicted of a criminal offence relating to the conduct of their business or profession.  **Confirmed  Not confirmed  Non-applicable**  6) neither the Company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.  **Confirmed  Not confirmed  Non-applicable**  7) all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EC member state in which the Company is established has been fulfilled  **Confirmed  Not confirmed  Non-applicable**  8) all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or the EC member state in which the Company is established have been fulfilled.  **Confirmed  Not confirmed  Non-applicable**  If you have ticked **‘Not confirmed’** for any questions above please give details here |

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| **2.3** | Please list the names of any Director, Partner, Associate or Company Secretary who have been employed by the RSPB, giving department and dates.    Please give details of any Director, Partner, Associate or Company Secretary who have a relative who is employed by the RSPB at a senior level.    Please list the names of any Director, Partner, Associate or Company Secretary who have any involvement in other Companies who provide services to the RSPB    Is any work being undertaken or likely to be undertaken during the next three years by the Company or staff within it which could give rise to a conflict of interest through acting for third parties or otherwise? If yes, please explain the actual or likely circumstances and how such potential conflicts of interest would be handled. |

|  |  |  |  |  |  |
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| **2.4** | **Insurances (please supply a scanned copy of each certificate)** | | | | |
|  |  | **Insurer** | **Policy No** | **Value of Cover** | **Expiry Date** |
|  | Employers Liability |  |  |  |  |
|  | Public Liability |  |  |  |  |
|  | Prof. Indemnity |  |  |  |  |
|  | All Risks  (if applicable) |  |  |  |  |

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| --- | --- |
| **2.5** | **Has your company (or any building/project you have undertaken) won any awards, accolades or recognition?**  **YES  NO** If yes please provide full details. |

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| --- | --- |
| **3.0** | **Health & Safety and Environment** |
|  |  |
| **3.1** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of health & safety legislation?  **YES**  **NO** If yes please provide full details. |
| **3.2** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of environmental legislation?  **YES  NO** If yes please provide full details. |
| **3.3** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of data protection legislation?  **YES  NO** If yes please provide full details. |
| **3.4** | Have any restrictive clauses in relation to your company’s Employer’s Liability, Public Liability or Professional Indemnity Insurance policies been enforced in the last 5 years due to past Health & Safety performance?  YES  NO  If yes please provide full details. |

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|  | **Document E**  **Form of Offer** |

**Cost**

|  |  |
| --- | --- |
| Cost for providing goods/services, as outlined in specifications (Document C) – leave blank any lots you are not bidding for |  |
| Lot 1 | £      + VAT |
| Lot 2 | £      + VAT |
| Lot 3 | £      + VAT |
| For contractors offering multiple lots please state cost for combined lots if successful | £      + VAT |

**Added Value**

As well as any charity rate that you may be able to offer, the RSPB is always open to corporate partnerships that deliver benefit to your organisation, the RSPB and nature. Working as part of your CSR agenda we can provide opportunities for fundraising, secondments, interns and volunteering, offering your staff both personal and career development opportunities. We also welcome all forms of gifts in kind as valuable contributions to our work to [Give Nature a Home.](http://homes.rspb.org.uk/)

Suppliers should provide details of any associated added value features/services/gifts in kind available to the RSPB under the terms of this Tender. (Attach separate document if needed).

Please note, added value donations will not be part of the criteria we use to decide on which supplier to choose.

**References**

Suppliers are requested to provide details of three references from their existing clientele, supplying full name, address, telephone number, email address, contact name, period of Contract and the estimated annual value of the Contract. In supplying this information, Suppliers shall have granted the RSPB permission to seek such information as deemed necessary, in relation to the Suppliers performance with their nominated references.

Reference 1

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Address |  | |
| Telephone No |  | Ext |
| Email |  | |
| Contact |  | Dates of work |
| Nature of work done |  | Value of contract |

Reference 2

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Address |  | |
| Telephone No |  | Ext |
| Email |  | |
| Contact |  | Dates of work |
| Nature of work done |  | Value of contract |

Reference 3

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Address |  | |
| Telephone No |  | Ext |
| Email |  | |
| Contact |  | Dates of Work |
| Nature of work done |  | Value of contract |

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|  | **Document F**  **RSPB Terms and Conditions** |

The basis of the contractual agreement between RSPB and the applicant is detailed in the [‘RSPB Terms and Conditions of Purchase of Goods and Services’](https://www.rspb.org.uk/about-the-rspb/about-us/how-the-rspb-is-run/supplier-terms-and-conditions/) – please click on this link to download. In applying for this tender you are explicitly agreeing to be bound by these Terms and Conditions for the duration of the contract. If you require any alterations to these Terms and Conditions please state your issues below. (Attach separate document if needed)

The RSPB expects that all suppliers it works with to adhere to certain ethical and environmental standards. Please download the [RSPB Ethical and Environmental Procurement Policy](https://www.rspb.org.uk/about-the-rspb/about-us/how-the-rspb-is-run/supplier-terms-and-conditions/) and tick this box if you agree to be bound by its terms and conditions 

|  |  |
| --- | --- |
|  | **Document G**  **Certificate of Bona Fide Offer** |

We certify that this offer is made in good faith, and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement of arrangement with any other person. We also certify that we have not, and we undertake that we will not:

1 a) communicate to any person other than the person inviting these offers the amount or approximate amount of the offer or proposed offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain insurance quotations required for the preparation of the offer;

b) enter into any agreement with any other person that he shall refrain from making an offer or as to the amount of any offer to be submitted;

2 pay, give or offer or agree to pay or to give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any offer or proposed offer for the goods/services any act or thing of the sort described in 1 a) or 1 b) above.

We acknowledge that if we acted or shall act in contravention of this certificate, the RSPB will be entitled to cancel the agreement and to recover from ourselves the amount of any loss and expense resulting from such cancellation.

I state that everything in this tender submission is truthful, that if found to be untruthful the RSPB can terminate any agreement between the RSPB and the company formed on the basis of this tender, and we will pay to the RSPB any loss or expenses the RSPB suffers as a result of such untruthfulness, whether an agreement is entered into or not.

In this certificate, the word “person” includes any persons and any body or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal, and whether legally binding or not.

|  |  |
| --- | --- |
| Signed |  |
| On behalf of |  |
| Date |  |

**Please note: a name added in an electronic document is functionally equivalent to a signature.**