

**Request for Quotation**

**Lines of Evidence to Assess the Effectiveness of PFAS Remediation Technologies – Upskilling internally and externally and external promotion of the approach**

**October 2024**

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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 addresses by:

Email: george.cooper@environment-agency.go.uk & Liz.philpott@environment-agency.gov.uk

Date: 18/10/2024

Time: 17:00

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

George Cooper 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.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | [01-Oct-2024] at [09:00] |
| Deadline for clarifications questions | [15-Oct-2024] at [17:00 BST / GMT] |
| Deadline for receipt of Quotation | [18-Oct-2024] at [17:00 BST] |
| Intended date of Contract Award | [25-Oct-2024 |
| Intended Contract Start Date | [28-Oct-2024] |
| Intended Delivery Date / Contract Duration  | [28-Oct -2024] to [28-Feb-2025] |

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 [Environment Agency] 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 Good and Services Terms & Conditions (used for purchases under £50k) can be located on the [Environment Agency Website](https://www.gov.uk/government/organisations/environment-agency/about/procurement#conditions-of-contract) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

For the purpose of this RFQ the Authority is classified as a Sub Central Contracting Authority with a publication threshold of '£30,000' (for a Sub Central Contracting Authority') inclusive of VAT.

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

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

Disclaimers

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

The Authority does not:

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

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

Information Security requirements

The Government Security Classification Policy (GSCP) sets out the administrative system used by HM Government (HMG) to protect information and data assets appropriately against prevalent threats through the use of ‘classification tiers’. HMG uses three classification tiers; OFFICIAL, SECRET and TOP SECRET. Each tier provides a set of recommended baseline behaviours and a set of protective controls, which are proportionate to the threat profile for that tier AND the potential impact of a compromise, accidental loss or incorrect disclosure of information held within that tier.

Tenderers and suppliers must ensure that appropriate protective security controls are in place to comply with the GSCP and manage the information shared and received as part of this tender exercise.

A full suite of guidance documents is available on GOV.UK, with specific guidance for tenderers and suppliers set out in [Guidance 1.6 - Contractors and Contracting Authorities.docx (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1166155/Guidance_1.6_-_Contractors_and_Contracting_Authorities.pdf).

Use of Artificial Intelligence

The Authority expects suppliers to declare where they have used AI software in the creation of Tender responses or intend to use AI software in the performance of the contract. How any AI software was, or will be, used should be to be declared within the technical submission part of the tender. We may require you to answer specific question/s on this topic, particularly where the Authority expects that usage is highly likely or clearly relates to the contract requirements.

Suppliers must follow any guidelines or regulations related to AI use and declarations as indicated in the [PPN 2/24 Improving Transparency of AI use in Procurement](https://www.gov.uk/government/publications/ppn-0224-improving-transparency-of-ai-use-in-procurement/ppn-0224-improving-transparency-of-ai-use-in-procurement-html).

Any information, instructions, or data provided by the Authority to suppliers as part of this tender, the requirements, or contract should not be directly inserted into Generative AI software (such as Gemini, ChatGPT, or CoPilot) without prior permission, unless this information is clearly published in the public domain.

Use of any Authority confidential tender information for training AI software is prohibited. it is advised that Defra’s data or instructions, or anything marked as confidential should not be directly inserted into AIs. For example, putting Authority’s instruction email into Gemini, ChatGPT, or CoPilot is not recommended.

If you intend to use AI to provide goods or services to the Authority, then you are required to complete a declaration which is simply answering the question stated within the 'Information to be returned’. The answer to this question will not be used in scoring your quote.

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 [Environment Agency] staff and service users.

Suppliers are expected to;

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

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

Background to requirement

Polyfluoroalkyl and perfluoroalkyl substances (PFAS) are a broad group of synthetic fluorinated organic chemicals which are extremely persistent in the environment. Some are bio-accumulative and toxic, and/or highly mobile. PFAS are used in a wide variety of consumer products and industrial applications because of their unique chemical and physical properties, including oil, water and stain repellence, temperature and chemical resistance, and surfactant properties. PFAS have been used as surfactants (including aqueous film fire-fighting foams (AFFFs), non-stick metal coatings for frying pans, paper food packaging, creams and cosmetics, textiles for furniture and waterproof outdoor clothing, paints and photography, chrome plating, pesticides, and pharmaceuticals and polymer manufacturing.

As such, PFAS are widespread within the water environment because of the direct and indirect pathways into watercourses from these various applications. This is further compounded by its persistent nature which means that once it enters the environment, it will stay. Although the science of PFAS in the environment is still developing, the widespread occurrence and potential environmental and human health effects means that the management of key PFAS in the water environment within England is a priority for the Environment Agency (EA) & DEFRA.

Treatment solutions for PFAS for both water and soils are emerging onto the market. The EA has a duty to understand these and needs to have the ability to be able to regulate existing technologies, as well as quickly develop approaches to regulating more innovative remediation technologies.

In 2022, the EA commissioned Geosyntec Consultants Ltd to produce a Lines of Evidence Approach to Assess the Effectiveness of PFAS Remediation Technologies, in line with what they had produced for the US Department of Defence in 2021. With the proposed PFAS Lines of Evidence Approach Upskilling Project in mind, we re-commissioned Geosyntec in 2023 to update the report to ensure we were in the best possible place in terms of our knowledge of both in-development and field-tested remediation technologies for PFAS. The updated report also included further detail on the importance of treatment trains when looking to remediate PFAS contamination. This year (2024/25) the EA would like to develop the approach to provide guidance and upskilling resources both internally as well as externalising the approach with industry, i.e. to include the production of external materials to ensure the wider PFAS remediation industry are aware of what our expectations are when we are reviewing remediation options appraisals and remediation strategies.

By providing EA operational staff with guidance and examples of real-life applications of the lines of evidence approach, it will be possible to develop a more robust and consistent regulatory approach to PFAS remediation across England. The EA propose to consult with the devolved authorities on this project (i.e. Natural Resources Wales (NRW), Scottish Environment Protection Agency (SEPA) and Northern Ireland Environment Agency (NIEA) to aim to get buy-in; ensuring a consistent approach across the UK. On completion of this project and embedding of the deliverables internally and externally, the EA will be able to be a more effective regulator and support the prevention of further environmental damage resulting from PFAS.

**Strategic context**

The need for viable treatment solutions to manage PFAS chemicals in groundwater is growing due to increasing year on year attention to PFAS as an emerging contaminant (persistent, mobile and bio accumulative) both from the public and the media. It is becoming more essential to understand and be able to provide robust and consistent regulation of both existing and innovative remediation technologies.

This aligns with the EA’s long-term strategic direction for groundwater as part of its commitments under the Environmental Improvement Plan (EIP) 2023, outlined below. The work forms part of the EA’s coordinated programme of work to develop the EA’s approach to managing the risks from PFAS.

1. **Environmental Improvement Plan (EIP) 2023**

This project aligns with and will help to drive Goal 3 within the EIP for ‘clean and plentiful water’ and Goal 4 for ‘managing our exposure to chemicals and pesticides’. The project also aligns with the other overarching principles within EIP 2023 on sustainability and climate change.

1. **DEFRA Plan for Water (2023)**

This project will aim to support the commitments within the DEFRA Plan for Water, addressing legacy contamination to deliver a clean water environment for people and nature.

1. **Groundwater Plan 2023**

From the EA’s Groundwater Plan the following commitments will be supported by this project:

* Protecting and enhancing groundwater
* Proactive approach to groundwater regulation
* Collaboration and partnerships (essential in driving forward change and improvements)
* Precautionary and risk-based approach
1. **Cross-Government Working Group on PFAS**

Due to the importance of developing our regulatory approach to land and groundwater contamination from PFAS, the EA has newly set up a Land Contamination Cross-Government group (a sub-group of the Cross-Government PFAS Working Group which includes representation from the devolved authorities). This group will consider and work on the development of a robust and consistent approach to land and groundwater contamination, in line with the Land Contamination Risk Management (LCRM) framework. This project fully supports the aims of this newly formed sub-group and is likely to contribute to some of the outputs from the group regarding remediation options appraisal and remediation strategy development.

**Background to the project & reason for change**

The EA engaged the services of Geosyntec in 2022 to prepare a report entitled “Lines of Evidence to Assess the Effectiveness of PFAS Remediation Technologies” and then again in 2023 to provide an update to that report. The report has been developed to assist the EA’s operational teams when reviewing proposed PFAS remediation options. Consequently, the report has been structured to consider treatment technology options relevant to both “solids” and “liquids”. The report also provides a qualitative ‘PFAS Remediation Technology Evaluation Framework’ (referred to from here as the Evaluation Framework). The aim of the Evaluation Framework is to support operational colleagues to make robust and informed decisions in relation to when the EA is supplied with remediation options appraisals and remediation strategies.

It is the Evaluation Framework aspect of the product that the EA would like to explore further and develop materials to drive the message forward around the lines of evidence approach to assessing remediation options appraisals or remedial strategies when they are submitted for EA review.

To ensure the EA receive the quality of submission that is required, it will be vital to deliver external upskilling opportunities/guidance materials to ensure the wider environmental consultant and remediation contractor industry is aware of the EA expectations around PFAS remediation and the importance of considering a Lines of Evidence approach to developing remediation strategies.

**Tasks and Required Outputs/Specific Objectives and Deliverables including timescales and deadlines**

There is a requirement as part of this project for the successful bidder to liaise directly with CL:AIRE to produce the prescribed deliverables detailed below.

**Task 1** - Start-up meeting – October 2024

Initial meeting to be arranged within one week following contract award and successful set up of the purchase order.

Objective:

To ensure all parties fully understand the requirements and timeframes and appointed supplier has the opportunity to set out their proposals for successful completion of the project. At this meeting we can discuss the best approach to delivering the required outputs and clarify any points regarding the scope. This will include scheduling of monthly progress meetings within this initial meeting.

Deliverables:

* Supplier to provide summary notes and agreed actions from start-up meeting.
* Supplier to provide monthly updates in written format or via MS Teams. Additional meetings can be scheduled in as deemed necessary by the EA.

**Task 2** – Development of internal upskilling materials – January 2025

Objective:

Provide guidance, upskilling, resources and know-how to our operational colleagues to ensure they can utilise the Lines of Evidence Approach to its full potential and are able to confidently, robustly and consistently review remediation options appraisals and remediation strategies for PFAS contaminated sites. This will also ensure our operational Groundwater and Contaminated Land officers and specialists have the background knowledge to understand the importance of the Lines of Evidence Approach for PFAS contaminated sites so they can communicate this to both internal and external stakeholders.

Deliverables:

Guidance materials aimed at internal EA staff in combination with a package of materials that can be delivered live (in person or through MS Teams) and then be retained by the EA as a webinar or series of bite sized webinars for new starters or as a refresher course on the internal EA Learning and Development platform.

**Task 3** – Development and publication of external facing guidance materials- February 2025

Objective:

Development of peer reviewed upskilling materials aimed at consultants and contractors involved with the investigation and remediation of PFAS contaminated sites. The aim being to ensure understanding and buy-in across the industry of what is expected by the Regulator in terms of the Lines of Evidence Approach when producing remediation options appraisals and remediation strategies.

Deliverable/s:

Guidance materials that have been peer reviewed by CL:AIRE’s Technical Review Group (TRG) and that are aimed at the remediation sector. A webinar or series of bite sized webinars, or similar, hosted online on the CL:AIRE Water and Land Library (WALL) as authoritative guidance set within the Environment Agency’s Land Contamination Risk Management (LCRM) framework, with free access to all users. The outputs of this project should be demonstrated to be up to date, internationally referenced and also relevant to the UK remediation industry to ensure buy in from those who will be using it.

**Task 4** – Project completion – End Q4

Objective:

Completion of the required materials ready for successful delivery to both internal and external customers.

Deliverable/s:

Internal: Internal materials will have been delivered once and feedback received. These materials will then be made available by the EA project team via our PFAS & Emerging Substances SharePoint site for the purposes of ongoing refresher training and new starter training, possibly with a view to inclusion on the EA’s Learning and Development platform at a future date.

External: External materials will have been published online and set within the context of the EA’s LCRM framework. The materials will be freely accessible to all.

Payment

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. The invoice for the full amount will be paid on receipt of final materials from the supplier to the EA (70% on EA Acceptance of Draft Guidance Materials (see all deliverables) and 30% on EA acceptance of Final Guidance Materials (see all deliverables)

It is anticipated that this contract will be awarded for a period of [4 months] to end no later than [28/02/2024]. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

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

***Quality Criteria:***

|  |  |
| --- | --- |
| Quality Criteria | *Weighting*  |
| Methodology (inc. programme and risk) | 30 |
| Programme of Work to deliver tasks | 15 |
| Skills and experience in hydrogeology, contaminated land assessment, remediation, and environmental compliance (inc. knowledge on PFAS) | 30 |
| Previous experience of delivering training/guidance/upskilling materials to a variety of audiences | 15 |
| Organisational capacity to deliver | 10 |

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score  | Definition |
| Very good  | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.  |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.  |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.  |
| Weak  | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met.  |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical criteria should be provided and will be evaluated in isolation. Tenderers should provide information for each section that meet each of the technical criteria.

***Commercial Criteria***

Commercial (40%)

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x [40%] (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x [60%] (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned

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

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* complete AI question [ ''Do you use Artificial Intelligence (AI) or machine learning tools, including large language models within your quote submission or service delivery processes.?''] response which will not be scored, is to be returned within technical response
* 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 counter sign.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| 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 convictedIf 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_