Species Evidence Base – version 2

Lepidoptera

Request for Quotation

Date: September 2023



# Request for Quotation

## Species Evidence Base – version 2: Lepidoptera

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

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

Email: [william.cole@naturalengland.org.uk](mailto:william.cole@naturalengland.org.uk)

Date: 27/09/2023

Time: 23.59

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

## Contact Details and Timetable

Will Cole (Principal Specialist, Species in the Nature Recovery Network) 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 not that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 07/09/2023 |
| Deadline for clarifications questions | 22/09/2023 |
| Deadline for receipt of Quotation | 29/09/2023 |
| Intended date of Contract Award | 11/10/2023 |
| Intended Contract Start Date | 16/10/2023 |
| Intended Contract Duration | 16/10/2023 – 30/06/2024 |

## Section 1: General Information

**Glossary**

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

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

**Conditions applying to the RFQ**

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

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

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

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

**Acceptance of Quotations**

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

**Costs**

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

**Self-Declaration and Mandatory Requirements**

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

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

**Clarifications**

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

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

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

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

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

**Amendments**

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

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

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

**Conditions of Contract**

The Authority’s standard supplier terms and conditions provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

**Prices**

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

**Disclosure**

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

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

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

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

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

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

By submitting a 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.

**Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

**General Data Protection Regulations 2018**

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

**Equality, Diversity & Inclusion (EDI)**

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](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 Natural England

Natural England is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

NERC Act - Natural England was formally established on 01 October 2006 following the successful passage of the [Natural Environment and Rural Communities (NERC) Act 2006](http://www.opsi.gov.uk/acts/acts2006/ukpga_20060016_en_1) through Parliament. We are an independent statutory Non-Departmental Public Body.

The NERC Act sets out Natural England's purpose: to ensure that the natural environment is conserved, enhanced and managed for the benefit of present and future generations, thereby contributing to sustainable development.

The Act states that this purpose includes:

* promoting nature conservation and protecting biodiversity
* conserving and enhancing the landscape
* securing the provision and improvement of facilities for the study, understanding and enjoyment of the natural environment
* promoting access to the countryside, open spaces and encouraging open air recreation
* contributing in other ways to social and economic wellbeing through management of the natural environment

You can [read more about what we do](https://www.gov.uk/government/organisations/natural-england/about) on GOV.UK.

**Background to the Species Evidence Base – version 2**

In 2022-23, the pilot phase of the Species Evidence Base (SEB) project aimed to demonstrate, as a proof of concept, that wide-ranging species information and evidence can be gathered and analysed in one place (a prototype database: SEB version 1). We achieved this aim. The purpose of the next stage of this project is to develop SEB into a user-friendly Natural England internal tool, drawing on the series of recommendations generated through the pilot evaluation. Working with a broader range of stakeholders and wider project steering group to help guide this work, we will be commissioning specialist taxonomic group experts to improve and expand on the evidence gathered last year, based on the feedback provided.

Our aim is that SEB version 2 will be available for use by Natural England staff by July 2024. SEB version 2 will help to inform evidence-led decision making in critical areas of Natural England's species recovery work, including Local Nature Recovery Strategies (LNRS), Nature Recovery Projects (NRPs), Species Recovery Projects (SRPs), and Species Conservation Strategies (SCS). Natural England's area teams will be the primary users of the product, however it will also have applications for Natural England's national species specialists and staff working in strategy and policy development.

SEB version 2 will form a novel, single repository for information on species taxonomy and status, population trends and distribution, habitats, pressures, climate change vulnerability, and recovery actions. This consolidated tool will be key to putting species recovery at the heart of the Nature Recovery Network. It will enhance capacity to identify opportunities, priorities, and measures for species recovery at local and national levels, and it will enable development of more multi-taxa approaches that benefit more species in more cost-effective ways.

Designed to support delivery of the government's legally binding species extinction risk and abundance targets, SEB version 2 will focus on species in the 'D5 Red List for England' ([NERR124](https://nepubprod.appspot.com/publication/6315201438941184)) that fall into 'regionally extinct', 'threatened', and 'near-threatened' categories; species listed under Schedule 2 of the [Environmental Targets (Biodiversity) (England) Regulations 2022](https://www.legislation.gov.uk/ukdsi/2022/9780348242966); and other species listed under [Section 41](https://www.gov.uk/government/publications/habitats-and-species-of-principal-importance-in-england) of the NERC Act. In total, SEB version 2 will cover c.3100 species.

SEB is aligned with Natural England's 'Threatened Species Recovery Actions' (TSRA) project, which focusses on developing detailed actions for species (listed as threatened, near threatened, and regionally extinct) identified as requiring highly targeted or tailored interventions. Outcomes from TSRA will ultimately be incorporated into SEB.

**Requirements**

**Task 1: Data collection and input**

We require a specialist **lepidoptera** expert who is able to assimilate a variety of information sources and use their own exert knowledge to complete all data fields in the template spreadsheet provided for all lepidoptera species in scope (see Table 1 below for approximate number of species). A provisional version of the template spreadsheet, with list of species, is provided as supporting documentation. Guidance on how to complete the template spreadsheet is also provided.

The template spreadsheet is split into 5 broad themes (each on a different tab): Taxonomy and Status (much of which is pre-populated), Population Trend and Distribution, Habitats, Pressures, Climate Change Vulnerability, and Actions. For most fields, there are parameters on what can be entered – either Yes / No or multiple-choice drop-down menus. However, some fields require free-text inputs. **We require suppliers to take a species-by-species (i.e., line-by-line) detailed approach to completing the data fields.**

Suppliers should fill out the fields on the basis of their current knowledge and understanding of each species. Wherever possible, the information provided should be based on reliable evidence. We appreciate, however, that there may not be existing evidence for all fields for all species; in the absence of evidence, we request that suppliers use their expert opinion. Each theme in the template spreadsheet includes fields for indicating whether the information provided is based on evidence or expert opinion (or a mixture of both) and for applying confidence ratings to the information provided. Further advice is provided in the guidance.

Suppliers will be required to agree a data licence to allow Natural England to internally use the data they supply. Suppliers will also be required to follow the recommended referencing protocol (see guidance) to allow Natural England to acknowledge and track all data sources.

Delivery of this work will run from October 2023 until June 2024, with delivery milestones set at the end of each quarter (see Table 2 below for details).

**Task 2: Workshop and meeting attendance**

At the contract outset, suppliers will be required to attend a 30-minute one-to-one inception meeting with Natural England. This will be followed by 2-hour workshop, hosted by Natural England, with all other suppliers. The workshop will provide introduction to the work and opportunities to QA and suggest / agree amendments to the data fields, discuss methodologies, ask questions, and seek clarifications on the guidance provided.

Throughout the course of work delivery, suppliers will be required to attend monthly meetings (1 hour per month). These meetings will provide opportunities to report on progress, raise and discuss issues, share best practice with other suppliers, and provide peer-to-peer support on completing the database. They are intended to foster collaboration and ensure consistency in approach. This will give Natural England a transparent methodology to report on and promote quality and confidence in the database.

**Task 3: Providing a final report**

At the end of the contract, suppliers will be required to provide a final report. This report should evaluate the spreadsheet fields, provide an overall assessment of the data output (including any issues / limitations with the data provided), describe any challenges faced during the process of work delivery, provide lessons learned, and make recommendations for future improvements to the project.

**Key deliverables**

* Attend an inception meeting (online, 30 minutes) with Natural England at the outset of the contract.
* Attend an online workshop (2 hours), hosted by Natural England, with all other suppliers at the beginning of the contract to QA and suggest / agree amendments to the data fields, discuss methodologies, ask questions, seek clarifications on the guidance.
* Complete all data fields in the template spreadsheet provided for all lepidoptera species, according to the guidance provided, and in line with the delivery milestones set out in Table 2. We require suppliers to take a species-by-species (i.e., line-by-line) detailed approach.
* Attend monthly meetings (online, 1 hour per month) to report on progress, raise and discuss issues, share best practice, and provide peer-to-peer support on completing the database.
* Provide a final report at the end of the contract (see ‘Task 3’ above for what this should include).

**Table 1:**

|  |  |
| --- | --- |
| Group | Approximate number of species |
| Lepidoptera | **Total: c. 580**  Butterflies: c. 60  Moths: c. 520 |

**Note – our species list is still undergoing QA ahead of the start of contract delivery. The number of species indicated above (and the species included within the provisional template spreadsheet) are potentially subject to minor changes.**

**Sustainability**

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect suppliers to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to: resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

Outputs and Contract Management

The table below sets out the expected milestones for the work described.

**Table 2: Delivery milestones**

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Responsible party | Date of completion | Payment milestone |
| Inception meeting | NE | October 2023 | 25% |
| Workshop | NE | October 2023 |  |
| Monthly meetings | NE | Monthly |  |
| First data submission \* | Contractor | 31/12/2023 | 25% |
| Second data submission \* | Contractor | 31/03/2023 | 25% |
| Final data submission  100% of data entry complete | Contractor | 14/06/2024 |  |
| Final report submitted | Contractor | 30/06/2024 | 25% |

\*Specifics of first and second data submissions (e.g., amount of data entry to be complete at each stage) will be agreed between NE and the supplier during the inception meeting.

The inception meeting, workshop, and monthly meetings will be arranged by the NE Project Manager and will be held virtually using MS Teams. Deliverables above will need to be emailed to the project Senior Responsible Officer and Project Manager. Payments will be made on receipt of the deliverables listed in the above table.

Senior Responsible Officer: Will Cole (Principal Specialist, Species in the Nature Recovery Network); [william.cole@naturalengland.org.uk](mailto:william.cole@naturalengland.org.uk); 07919 939 505

Project Manager: [TBA]

## 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. Suppliers can invoice according to the delivery and payment milestones indicated in Table 2 above.

It is anticipated that this contract will be awarded for a period of 9 months to end no later than 30/06/2024. 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

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the follow award criteria:

Technical = 60%

Commercial = 40%

**Evaluation criteria**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting | Evaluation Topic | Sub-criteria | Weighted Question |
| Technical | 60% | Service proposal | Personnel | Q1  50% of technical score |
| Methodology | Q2  30% of technical score |
| Project and risk management | Q3  20% of technical score |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial model | Q4  100% of commercial score |

**Technical 60%**

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 question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| Sub-criteria | Detailed Evaluation Criteria  Responses should not exceed 1000 words |
| Personnel – Q1 (50%) | Explain the experience and qualifications of proposed personnel to undertake tasks involved. The information should include:   * Description of range and depth of specialist knowledge of lepidoptera * Description of experience of working on projects of a similar nature, where expertise in lepidoptera and abilities to deliver work on time and to a high standard are demonstrated |
| Methodology – Q2 (30%) | Provide details of the methodology and approaches proposed to deliver the requirements of this project. Your response should:   * Demonstrate clear understanding of the nature of the requirements * Describe a clear, practical, achievable, cost-effective methodology to deliver these requirements * Have information in sufficient detail to allow a full appraisal of the approach to deliver for the project |
| Project and risk management – Q3 (20%) | Provide a plan for ensuring the project is delivered on time and to a high standard. This should include:   * Project timeline (with milestones) * Plan for risk management |

**Commercial (40%)**

The contract will 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:

Technical

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

Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 40% (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)
* 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 convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

