

Request for Quotation

LIFE18NAT/UK/000039 – LIFE Recreation ReMEDIES: Reducing and Mitigating Erosion and Disturbance Impacts affecting the Seabed

# Mapping of Seafloor Debris in Intertidal Seagrass, Solent Maritime SAC





10 August 2023

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# Request for Quotation

### LIFE18NAT/UK/000039 - LIFE Recreation ReMEDIES: Reducing and Mitigating Erosion and Disturbance Impacts affecting the Seabed

### Mapping of Seafloor Debris in Intertidal Seagrass, Solent Maritime SAC

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: [Caitlin.Napleton@naturalengland.org.uk](mailto:Caitlin.Napleton@naturalengland.org.uk)

Date: 08 September 2023

Time: 12 noon

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

Caitlin Napleton 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 | 10 August 2023 |
| Deadline for clarification questions | 12 noon on 01 September 2023 |
| Deadline for receipt of Quotation | 12 noon on 08 September 2023 |
| Evaluation of bids | Week commencing 11 September 2023 |
| Intended date of Contract Award | 18 September 2023 |
| Intended Contract Start Date | 21 September 2023 |
| Intended Delivery Date / Contract Duration | 21 September 2023 – 29 February 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).

|  |  |
| --- | --- |
| Words/Expression | Meaning |
| “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 to the RFQ 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 [Condensed Terms and Conditions](https://www.gov.uk/government/organisations/natural-england/about/procurement) 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

1. **Background**
   1. **Background to Natural England**

Natural England (NE) 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.

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

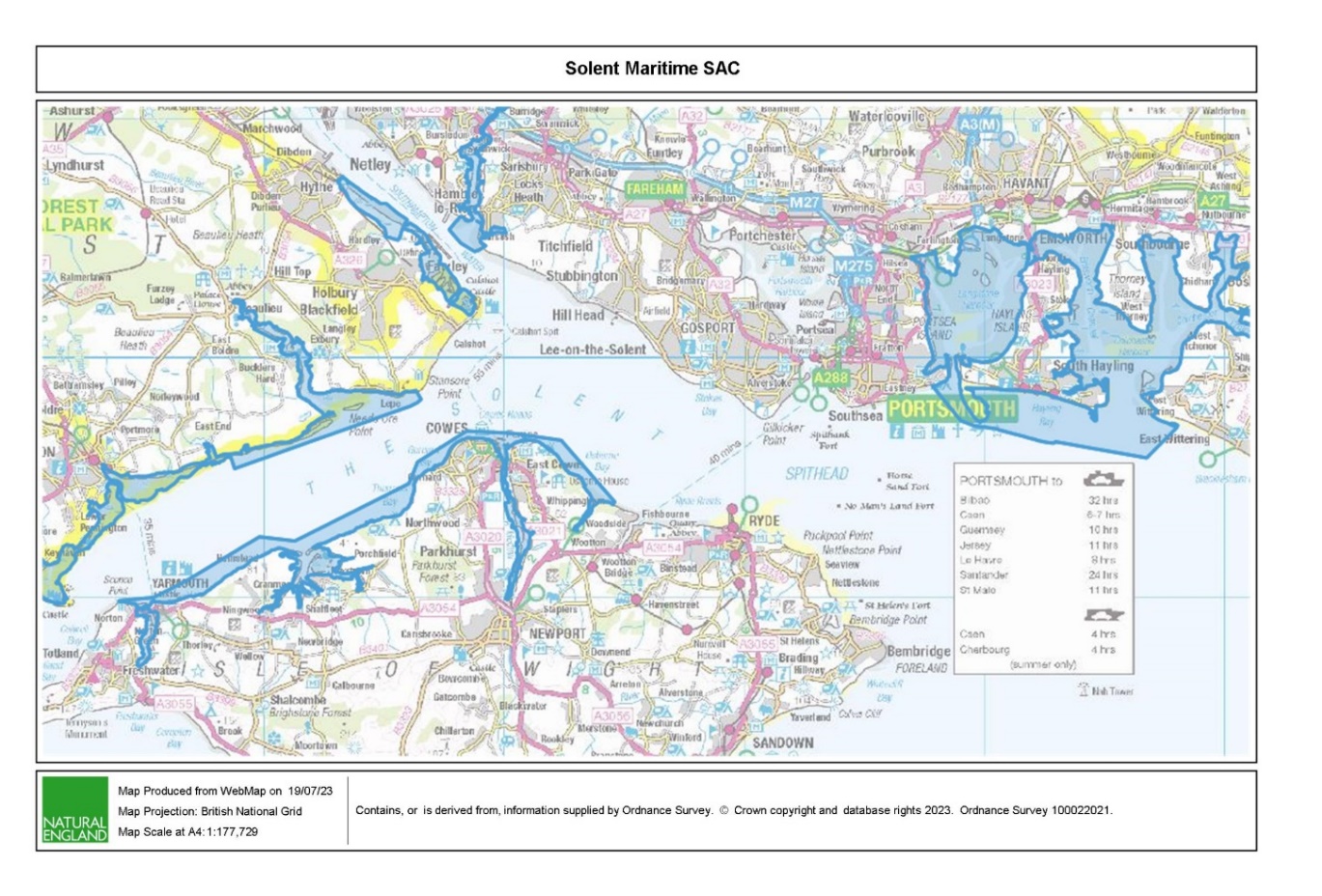
Further information on the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

* 1. **Background to the specific work area relevant to this purchase**

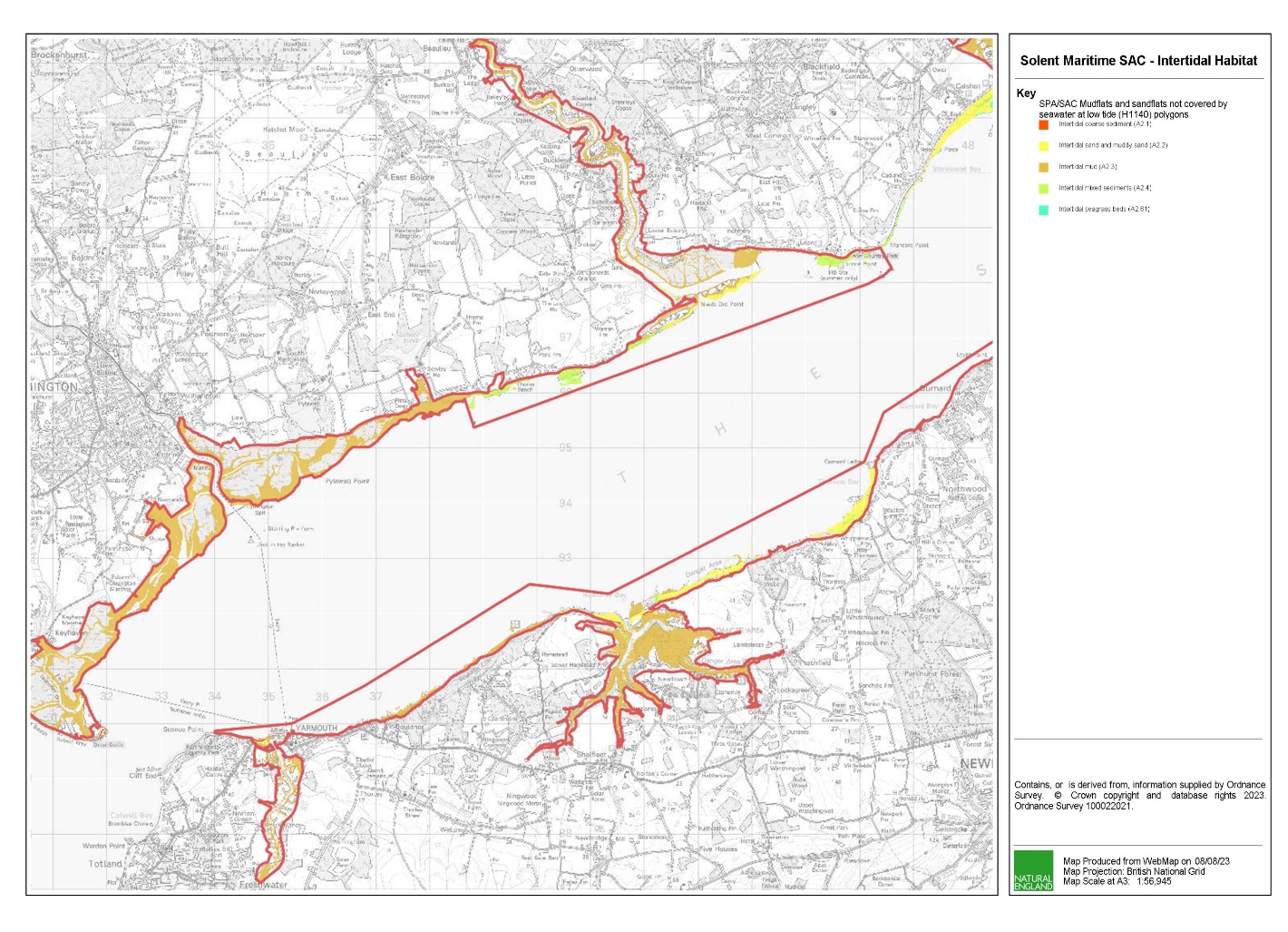
The LIFE Recreation ReMEDIES: ‘Reducing and Mitigating Erosion and Disturbance Impacts affecting the Seabed’ project (LIFE 18 NAT/UK/000039) runs from July 2019 - Oct 2024 and will provide the tools to deliver the conservation needed to move the relevant Annex 1 habitats towards Favourable condition in five Special Areas of Conservation (SACs) between Essex and Isles of Scilly. These habitats are intertidal/subtidal mud and intertidal/subtidal sand which support features such as seagrass. This will be achieved by restoration, demonstration and reducing recreational pressures. Promoting awareness, communications and inspiring better care of sensitive seabed habitats will be key. Natural England (lead partner) is working with the Marine Conservation Society, Ocean Conservation Trust, Plymouth City Council/Tamar Estuaries Consultative Forum, Royal Yachting Association and the Green Blue. The project is financially supported by LIFE, a financial instrument of the European Commission. More about the project can be seen at [www.saveourseabed.co.uk](http://www.saveourseabed.co.uk).

* 1. **Background to the site**

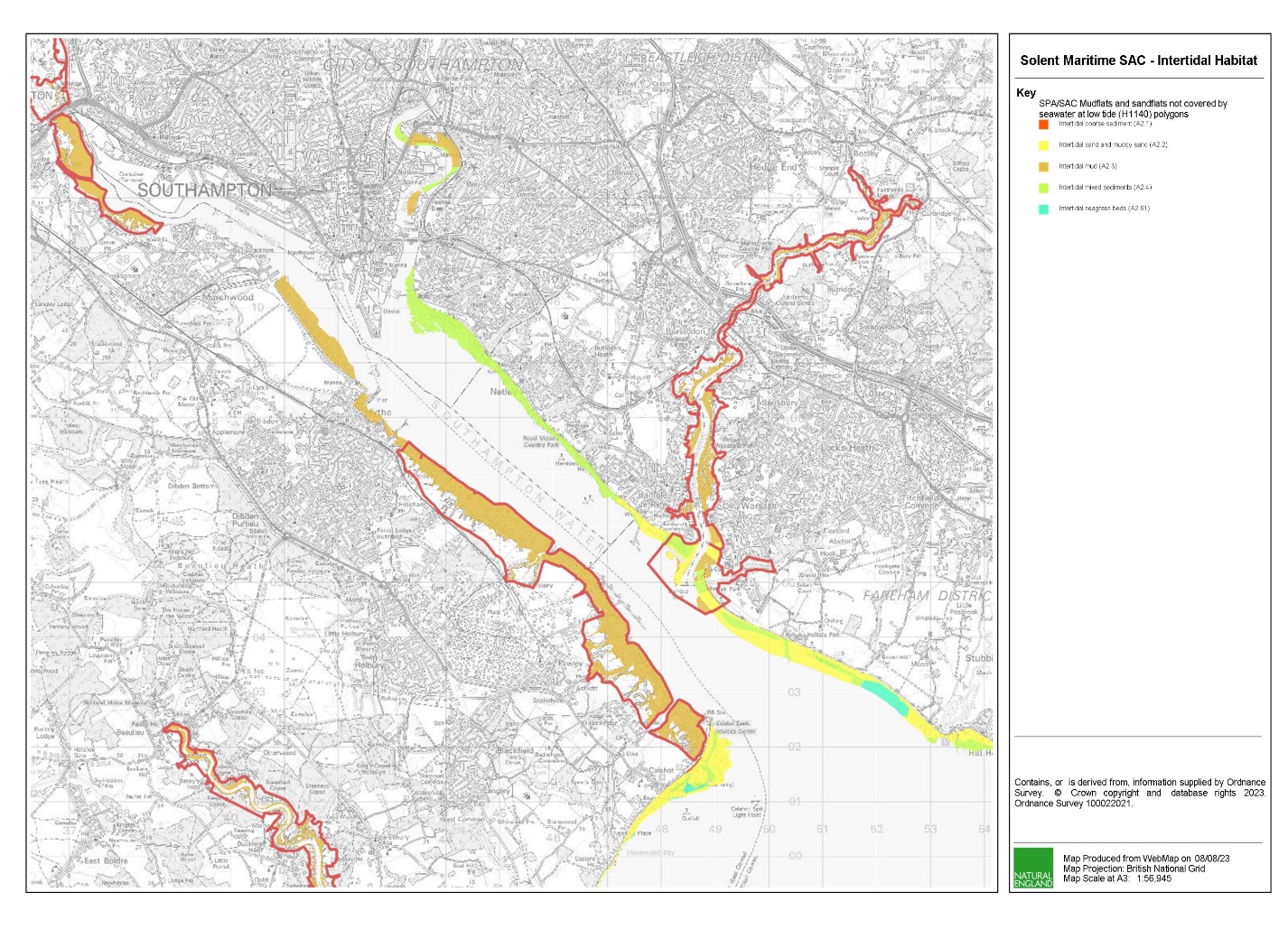
LIFE Recreation ReMEDIES focuses on five Special Areas of Conservation (SACs), one of which is the Solent Maritime SAC (fig. 1).This Marine Protected Area (MPA) is a complex site encompassing a major estuarine system and has a tight cluster of small estuaries. It lies in one of the only major sheltered channels in Europe. The SAC includes extensive areas of mudflats and sandbanks, supporting seagrass habitats.



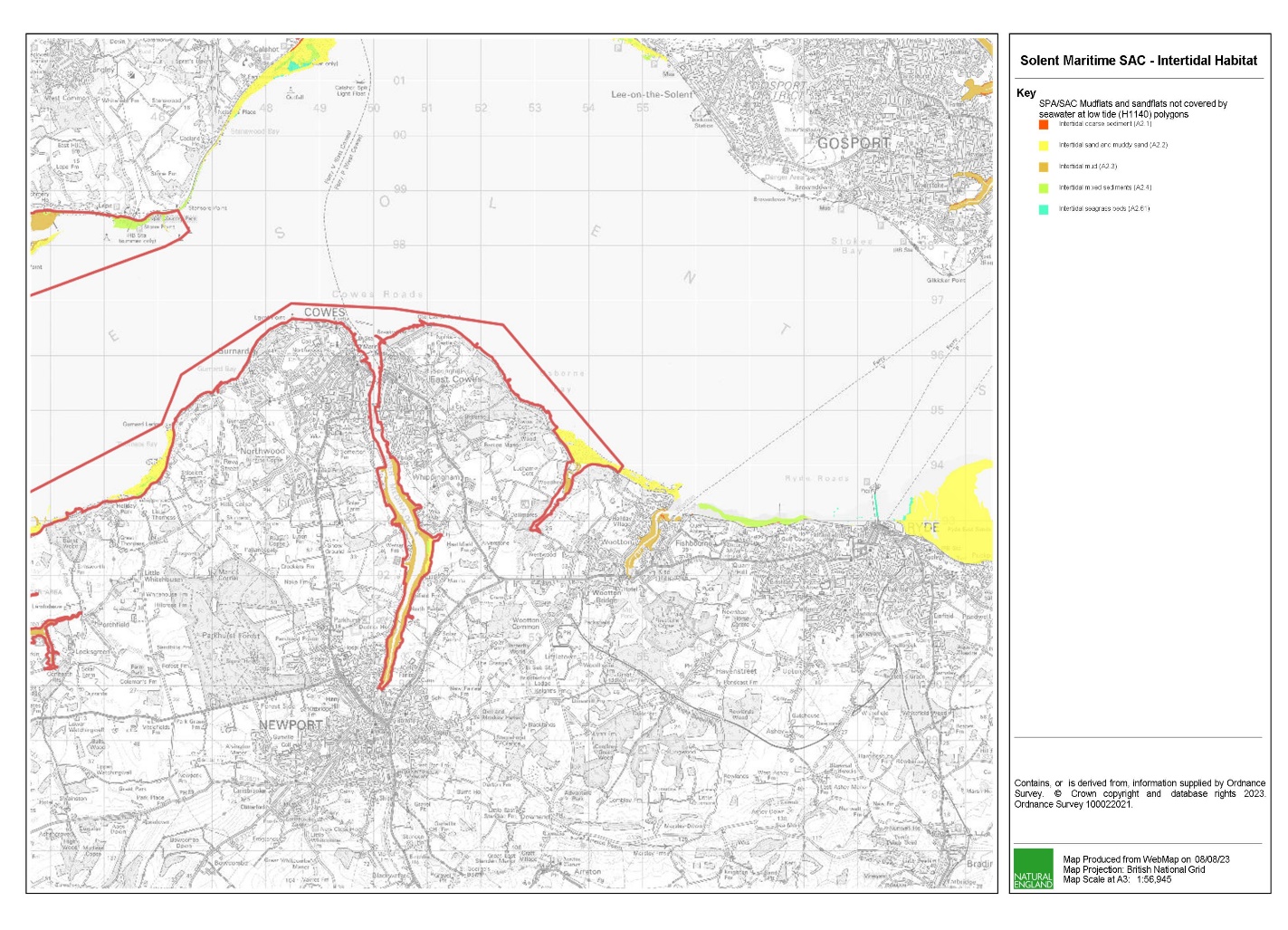
*Figure 1. Map of Solent Maritime Special Area of Conservation*



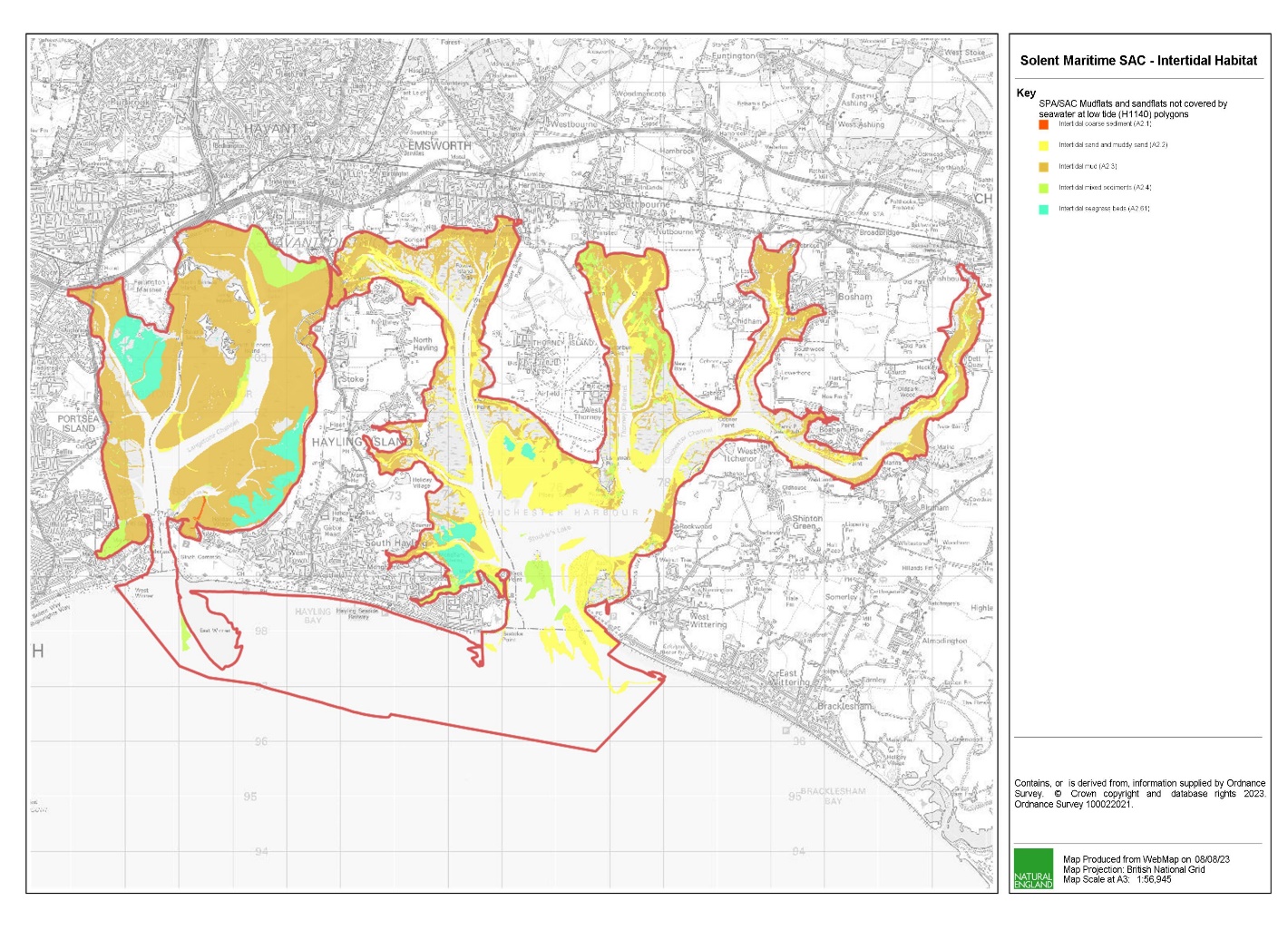
**A**



**B**



**C**



**D**

*Figure 2A-D. Maps of mudflats and sandflats not covered by seawater at low tide and subfeatures, with the Solent Maritime SAC outlined in red*

* 1. **Survey Area**

The Solent Maritime SAC has a history of high industrial and recreational activity that is supported through the use of buoys as markers and moorings. These have the potential to be left on the seabed creating a hazard to marine ecology and reducing the availability of space for marine habitats.

Other activities such as dumping of waste, including scrap metal and other commercial material, have also been observed, which again impacts negatively on the marine environment.

One of the designated features within the Solent Maritime SAC is mudflats and sandflats not covered by seawater at low tide (fig 2), supporting subfeatures including intertidal coarse sediment, intertidal mixed sediment, intertidal mud, intertidal sand and muddy sand and intertidal seagrass beds.

Abandoned mooring sinkers and scrap metal left in the intertidal area reduces the availability of space on the seabed for these habitats to flourish and impacts seagrass beds by smothering or eroding it, contributing to the unfavourable condition of seagrass.

In order to cultivate a better environment for sensitive seabed species and aid habitat restoration, LIFE Recreation ReMEDIES aims to help towards the removal of seabed debris. The first step towards this is to map abandoned mooring sinkers and scrap metal within mudflats and sandflats not covered by seawater at low tide, prioritising areas within and adjacent to seagrass beds (fig 2).

1. **Aims and Objectives**
   1. **Aims**

Natural England wishes to commission surveys of the mudflats and sandflats not covered by seawater at low tide within the Solent Maritime SAC to map debris left on the sea floor, particularly abandoned mooring sinkers and scrap metal.

**Please note, this invitation to tender covers all designated intertidal mudflats and sandflats within Solent Maritime SAC. However, these can be awarded separately split by Hampshire and the Isle of Wight, tenderers should therefore cost for these elements separately but indicate where cost savings could be made if both elements were awarded to a single tenderer.**

Should tenders identify limitations or positive improvements within the plan these suggestions should be indicated. In doing so tenderers should consider the costs and benefits offered by an alternative design. **You should indicate any cost savings in your tender bid.**

The tender should achieve the following aims:

* Map abandoned mooring sinkers and scrap metal in the mudflats and sandflats not covered by seawater at low tide feature of the Solent Maritime SAC, with a focus on areas within or adjacent to seagrass beds
* Identify the debris and approximate size, with pictures where possible
* Make an assessment of the need for removal from the marine environment
  1. **Objectives**

The specific objectives of this contract are to, in collaboration with Natural England, plan, carry out and produce a report mapping the abandoned mooring sinkers and scrap metal located within mudflats and sandflats not covered by seawater at low tide of the Solent Maritime SAC as part of the LIFE Recreation ReMEDIES project.

Under this specification tenderers must:

* Map any abandoned mooring sinkers and scrap metal within intertidal Annex 1 mudflats of the Solent Maritime SAC, with a focus on areas within or adjacent to seagrass beds
* Record the approximate size and type of debris items
* Capture images of the debris where possible
* Use data collected to assess the removability of objects
* Report the detailed findings of the project in a succinct and clear final report, including mapped data points for debris found

1. **Methods**
   1. **Pre-Survey Deskwork**

Before the survey is carried out the successful contractor will discuss any pre-survey work with the Natural England project officer, including:

1. Clarification of roles, responsibilities and expectations
2. Acquisition and checking of sources of relevant information and gathering of local advice in preparation of a project plan
3. Review existing information provided by Natural England
4. Ways of working and close collaboration with NE in developing a project plan, particularly selection of survey sites, taking account of NE/EA pre-survey scoping work, and finalising survey design and methodologies
   1. **Development of a Suitable Survey Design**

The successful contractor will need to develop an appropriate mapping strategy design in order to meet the aims of the project outlined above. The full detail of this design will be provided to, and subsequently owned by Natural England.

Tenderers should make the best use of available GIS datasets in the design of their project plan and sampling process. Natural England will be able to provide the following GIS datasets under license to successful contractor for use in this contract:

* Base map data from Ordnance Survey
* Imagery from Next Perspectives
* Environmental data from Environment Agency
* Site specific datasets

Before commencing the survey, the successful Contractor will produce a project plan. In addition, before the survey is carried out the successful Contractor will:

A) Discuss any pre-survey work with the Natural England Project Officer, including checking information about the site and identifying sources of relevant information.

B) Review existing information provided by Natural England or any datasets known to the successful Contractor.

* 1. **Site Access**

Survey work will not be able to begin until access permissions have been obtained.

The successful contractor may be expected to obtain permission for access. Verbal authority for entry onto privately owned land from the relevant owner/occupier may suffice but should be fully documented and made available to the Natural England project officer. Each member of the survey team must carry a letter from Natural England to confirm that they are doing work on the behalf of Natural England.

The Natural England project officer should be contacted on commencement of any fieldwork.

* 1. **Field Survey**

Natural England envisages that the required survey work under this specification should be completed within a maximum of 7 days on site. Please not this is for all sites combined. In the bid it must be stated how the survey will be conducted, and the full costs associated with this.

Proposed dates for survey work under the contract to be scheduled and completed and contingency dates should be included in the quotation response e.g. in case of weather downtime. A maximum of one day weather downtime will be paid for by Natural England.

* + 1. **Mapping of Intertidal Seafloor Debris**

A chosen method should be used to survey the Solent Maritime using transects to cover the area. Any abandoned mooring sinkers on the seafloor should be recorded including:

* GPS location
* Approximate dimensions
* Suitable lifting/rigging points
* Any other information deemed as appropriate
* Video footage and/or still images to be captured where possible.

The suggested method is to combine walkover surveys and aerial imaging techniques (either through drone surveys or existing satellite images).

* + 1. **Assessment of Removability**

The above recorded information should be used for each item to determine if the object can be removed without causing further damage to the surrounding seagrass bed.

* 1. **Invasive Non-Native Species**

Invasive non-native species (INNS) are considered to be one of the top five pressures directly driving biodiversity loss globally. Prevention is the key focus, particularly in marine environments. The contractor shall be aware of and work in accordance with standard good practice biosecurity measures to avoid spread of INNS:

Equipment, clothes and boots should be clean before carrying out any work on site

When on or near water it is important that equipment is drained after use and as far as possible dried

Boats to be used in survey work should have their hulls cleaned on a regular basis. Best practice guidelines should be followed as outlined by [The Green Blue](https://thegreenblue.org.uk/boat_users/antifoul_and_invasive_species/boaters_best_practice_invasive.aspx).

A list of INNS species considered as a priority under the UK marine strategy can be found on the Great Britain Non-native species secretariat [website](https://www.nonnativespecies.org/home/index.cfm). This list includes species that might be considered as high risk and horizon species which are also relevant from an impact on designated sites perspective as well.

The contractor must report any records of INNS observed on site against the [UK Marine Non-Indigenous Species Priority List](https://www.nonnativespecies.org/assets/UK_Marine_NIS_priority_list_2020-1.pdf) on Marine Recorder and to the Natural England project officer as part of the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non-Native Species Secretariat ([Species alerts » NNSS (nonnativespecies.org)](https://www.nonnativespecies.org/non-native-species/species-alerts/)) More information and guidance including ID guides can be found at <https://www.nonnativespecies.org/> and <https://core.ac.uk/download/pdf/341301316.pdf>.

* 1. **Risk Assessments**

All risk assessments need to be seen and signed off by the Natural England project officer (ideally presented with the project plan), as part of the contract management process.

* 1. **Data Outputs and Management**

All project outputs should be delivered to agreed deadlines.

Data must be interpreted, analysed and presented in light of the overarching aims stated above. Tenderers should pay particular consideration to the data and GIS required formats for information compatibility including MEDIN metadata standards and Marine Recorder provisions:

* + - 1. All sample data (e.g faunal analysis, PSA analysis) need to be entered into Marine Recorder and delivered with the final reports. Natural England will provide licence keys for Marine Recorder to the successful Contractor for use in this contract. A Snapshot file of the data should also be provided. <https://www.esdm.co.uk/marine-recorder>. Guidance ‘Marine Recorder Evidence for Contractors’ will be provided to the successful Contractor.
      2. All GIS datasets need to be provided in ESRI ArcGIS format compatible with ArcGIS9.3.1 and have attached metadata.
      3. If not included in the GIS data layers listed above all sampling locations, vessels tracks and links to data obtained should also be included as a single GI layer.
      4. Accompanying metadata for the data set must meet the MEDIN metadata discovery standard. Metadata derived as part of this project must be submitted to Natural England in an XML file which Natural England will archive through Data Archive Centres (DACs). Guidance ‘MEDIN Evidence for Contractors’ will be provided to the successful Contractor.
      5. Copies of the original data spreadsheets or databases are to be provided in the appropriate Microsoft Office format.
      6. Stills photographs to be provided in their raw format on CD/DVD or USB compliant external hard drives.
      7. Natural England will be provided with two bound hard copies and one electronic copy (on disc or USB) of the final report. The final report should contain:

1. Executive summary
2. Introduction
3. Methods
4. Results
5. Presentation of mapped seafloor debris data
6. Assessment of removability
7. Catalogue of data provided
8. References
9. Appendices to include full faunal and particle size data
10. **Outputs**
    1. **Timeline for Project Delivery**

|  |  |
| --- | --- |
| **Event** | **Date** |
| Contract Award Date | 18 September 2023 |
| Finalise sampling design | 29 September 2023 |
| Produce final project plan | 04 October 2023 |
| Obtain any necessary permissions | 06 October 2023 |
| Survey to be completed by | 10 November 2023 |
| Submission of brief field report and mapping output by | 11 December 2023 |
| Draft report and associated products to be provided by | 26 January 2024 |
| Final report and full data output to be delivered | 29 February 2024 |

Any delays should be discussed with the Natural England project officer.

1. **Other**

In support of this contract Natural England will provide the successful Contractor with:

* Project support from dedicated project lead
* Opportunity to feedback and discuss progress and the project

The intellectual property rights and copyright for all products (including photographs) will lie with Natural England. All data will be made available by Natural England under the Open Government Licence at the end of the project via MESH and the MEDIN Data Archiving Centres.

As part of this contract the successful Contractor will provide a pre-survey planning meeting with Natural England.

## 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 he Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 2 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.

## 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.

It is anticipated that this contract will be awarded for a period 1 month to end no later than 30/09/2023. 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.

If successful, all invoices must include the following reference: LIFE Recreation ReMEDIES (LIFE18NAT/UK/000039).

*“Contractors shall make no financial investment in the project and, therefore, shall not benefit from any intellectual property rights arising from the project.”*

## Award Stage

**Evaluation: Award Stage (Stages 3 to 4)**

Evaluation comprises the stages set out in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Section Reference** | **Evaluation Criteria** | **Question Scoring/Weighting (%)** |
| 1 | Complete quotation | Responses have been provided to all of the questions | Pass/Fail |
| 3 | Technical & Professional Ability – Project Specific Requirements (Technical Requirements) | This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire | Technical Requirements will make up 70% the total marks available.  Overall technical score will be formed from the following breakdown:  E01 – Quality of proposal and sampling Strategy (weighting 55%)  E02 – Experience (20% weighting)  E03 – Ability to mobilise a survey team (weighting 20%)  E04 – GDPR (5% weighting) |
| 4 | Pricing Schedule | Prices will be evaluated in accordance with the criteria set out in the Pricing Schedule | Commercial score will make up 30% of the total marks available |
| 5 | Final score | If you pass stages 1 to 2 your Tender will be evaluated in stages 3 to 4  The final score is calculated as follows:  70 % is made up of the total of Stage 3  30 % is made up from Stage 4  The most economically advantageous Tender will be the Tender with the highest final score. | |

Tenders will be evaluated on quality and price using the evaluation criteria set out in Bravo

to determine which Tender is the most economically advantageous. The Authority will

award the Contract to the Tenderer which submits the most economically advantageous

tender which will be the highest scoring Tender after the weightings below are applied.

Each question will be scored separately, and no reference will be made between the

questions.

To ensure that the relative importance of both sets of criteria is correctly reflected in the

Overall score, a weighting system will be applied to the evaluation:

The total quality scores awarded will form 70% of the final score;

The score awarded for price will form 30% of the final score.

Each scoring question in the quality evaluation is given a weighting to indicate the relative

importance of that question in the overall quality score. Weightings for quality scores are

provided with the evaluation criteria and are detailed in the response form. The evaluation criteria for price are set out in the Pricing Schedule.

Evaluation of Tenders will be undertaken by the two selected case officers. Each officer will first undertake an independent evaluation of the Tenders applying the Relevant evaluation criteria for each question. Then the two case officers will agree on the winning Tenderer.

**Questions E01 – E04 will be assessed using the following scoring criteria**:

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

If a bidder scores 20 (twenty) or below for any of the technical evaluation questions (E01 – E03), they will be eliminated from the procurement.

For avoidance of doubt please note: no half marks or a score other than those whole

numbers above will be awarded to responses.

Tenders are required to complete Appendix D: Pricing Schedule and submit this within their

Tender response. This document is for information purposes only and will be used by the

Authority to understand how the submitted price is calculated. The information provided

may be used to inform the Pricing Schedule of the final Contract.

The appendices will include several worksheets which the Tenderer is requested to complete

for information purposes in order for the Authority to understand how the Tenderer’s costs

are calculated. This information may be used to inform the Pricing Schedule of the

Contract. The weighting and maximum marks available for the price will be 30% and will

be awarded to the Tenderer with the lowest Tender Price. The remaining Tenderers will

receive marks on a pro rata basis from the lowest to the highest price. The calculation

used is the following:

Score = Lowest Tender Price x 30% (Maximum available marks)

Tender Price

For example, if three Tender Responses are received and Tenderer A has quoted £30,000 as their total price, Tenderer B has quoted £50,000 and Tenderer C has quoted £60,000 then the calculation will be as follows:

Tenderer A Score = £30,000/£30,000 x 30% (Maximum available marks) = 30%

Tenderer B Score = £30,000/£50,000 x 30% = 18%

Tenderer C Score = £30,000/£60,000 x 30% = 15%

# 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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/956764/Annex_C_Exclusion_Grounds.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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendices**

**APPENDIX A**

**FORM OF TENDER**

To be returned by 12:00 noon (BST) on

TENDER FOR: **LIFE Recreation ReMEDIES Mapping of Seafloor Debris in Intertidal Seagrass, Solent Maritime SAC**

Tender Ref:

1. We have examined the invitation to tender and its schedules set out below (the **ITT**) and do hereby offer to provide the services specified in the ITT and in accordance with the attached documents to the Authority commencing xxx for the period specified in the ITT.

* Specification of Requirements
* Evaluation
* Form of Tender (Appendix A)
* Authority’s Conditions of Contract (Appendix B)
* Technical Questions (Appendix C)
* Pricing Schedule (Appendix D)
* Conflict of Interest declaration form (Appendix E)

1. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
2. We agree that:
3. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
4. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2000, the Contract may be executed electronically using the Authority’s electronic tendering and contract management system, Bravo;
5. we are legally bound to comply with the confidentiality provisions set out in the ITT;
6. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;

1. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and
2. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:

* 1. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority’s decision making in relation to the award of the Contract; or
  2. if there are, or may be such circumstances giving rise to an actual or potential conflict of interest we have disclosed this in full to the Authority.

5. We undertake and it shall be a condition of the Contract that:

1. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
2. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
3. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.

6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorised to sign**

**Tender for and on**

**behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPENDIX B**

*Authority’s Conditions of Contract*

Please visit the following link and download ‘Standard Condensed Terms and Conditions’ -<https://www.gov.uk/government/organisations/natural-england/about/procurement>. These terms and conditions are non-negotiable.

**APPENDIX C**

*Technical Questions*

The questions below are those which you will be scored against.

If a bidder scores twenty (20) or below for any of the evaluation questions (E01 – E04), they will be eliminated from the procurement.

Technical Evaluation Questions

**E01 – Quality of proposal and sampling strategy (weighting 55%)**

Your response will be marked against the quality of the proposal based on the survey design meeting the requirements of the proposal, number of samples, statistical rigour and power of the design.

Please submit a document with the filename: “E01\_Your Organisation Name”.

Your response must not exceed a maximum of three sides of A4, font size 11.

**E02 – Experience (20% weighting)**

Please provide details of your experience surveying within Marine Protected Areas and identification of marine species and habitats.

Your response should include any accreditations, e.g. NMBAQC Scheme accreditation, that the processing laboratory holds.

Please submit a document with the filename: “E02\_Your Organisation Name”.

Your response must not exceed a maximum of two sides of A4, font size 11.

**E03 – Ability to mobilise a survey team (weighting 20%)**

Please provide details to demonstrate that you can mobilise a survey team and complete the survey specified according to the timetable in this ITT.

Please submit a document with the filename: “E03\_Your Organisation Name”.

Your response must not exceed a maximum of two sides of A4, font size 11.

**E04 – GDPR (weighting 5%)**

Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.

Your response should include, but should not be limited to facilities and measures:

* to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;
* to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;
* to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;
* to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);
* to maintain records of personal data processing activities; and
* to regularly test, assess and evaluate the effectiveness of the above measures.

Responses should not exceed three sides of A4, font size 11.

Please upload your response to this question with the filename: E04\_Your Organisation Name

**APPENDIX D**

*Pricing Schedule*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Costs** | | | | | |
| **ITEM** | **SPECIFICATION TITLE** | **Staff to deliver work** | **No. of days** | **UNIT PRICE (ex. VAT) £** | **TOTAL PRICE**  **(ex.VAT) £** |
| **1** | Project set up/design and review |  |  |  |  |
| **2** | Pre planning and design |  |  |  |  |
| **3** | Initial project meeting (to be held by phone) |  |  |  |  |
| **4** | Equipment requirements and duration |  |  |  |  |
| **5** | Field work (mapping of seafloor debris) |  |  |  |  |
| **6** | Data analysis and mapping (if required) |  |  |  |  |
| **7** | Travel and subsistence |  |  |  |  |
| **8** | Customer support / contract management |  |  |  |  |
| **9** | Please detail any assumptions made during pricing |  |  |  |  |
| **10** | Other – please detail, including contingency planning for weather downtime/equipment failure etc. a separate costing for any additional elements/effort that may be required). |  |  |  |  |

**Prices**

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

**Quotation Submission**

Details of the Qualification, Technical and Commercial requirements can be located through the Governments Procurement with Natural England Portal: [Procurement at Natural England - Natural England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/natural-england/about/procurement)

**Disclosure**

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. 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.

You should also note that the Authority will publish the RFQ and the Contract on the Contracts Finder Website.

By submitting a quotation, 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 contractor 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.

**Appendix E**

*Conflict of Interest Form*

[Guidance Note:

This Conflict of Interest declaration template aligns with the published template included within Procurement Policy Note Guidance 04/21: Applying Exclusions in Public Procurement, Managing Conflicts of Interest and Whistleblowing published by the Cabinet Office. By using this form DgC is consistent with the standard required by the procurement policy across government.

This form places greater expectation on individuals to highlight their own potential, perceived, or actual conflicts of interest during the lifecycle of any procurement activity. An individual is best placed to make this assessment for themselves, rather than a central procurement or contract manager. But DgC personnel, along with guidance published, can provide support to individuals when considering their situation.

Please read this document before using and follow the instructions below, prior to use.

* Select “Open in Desktop App”
* Save a copy of this form in your procurement or project folders.
* The requester needs to ensure that this form is completed, to aid the easy completion by individuals who are required to undertake this due to their involvement with a commercial activity.
* For procurement or contract management activities led by DgC, please ensure that the highlighted text within the square brackets is completed prior to being sent to the customer or stakeholder.
* Also prior to sending, it is recommended to delete these guidance notes.
* If the use of wet or electronic signatures is difficult for users to apply, then the complete form can be emailed back from the individual’s email account and this may be accepted as ‘signed off’. In that case, the associated email should be retained with the completed form.]

**Conflicts of Interest Declaration**

Please complete the declaration for the [ insert title of procurement, commercial, or relevant activity that the potential for conflicts must be checked for. select appropriate route for procurement, e.g. Single Tender Action/competed opportunity] [insert project reference and name].

(For a Grant Competition, where the term ‘procurement’ appears in this document, you can extend the meaning to include grants).

**Introduction**

This Declaration Form is intended to capture conflicts of interest relating to individuals involved in the aforementioned procurement in order to avoid any distortion of competition and to ensure equal treatment of all companies seeking to do business with the Contracting Authority.

For a procurement, involvement, in the context of conflicts of interest, may relate to any stage in the Commercial Lifecycle including preparation and planning, publication, selection and award and contract implementation.

For a grant, involvement in the context of conflicts of interest, may relate to any stage in the Grant Lifecycle including design and development – market engagement, application assessment, award, performance monitoring and final evaluation.

Individuals must avoid placing themselves in a position where there is a conflict between their personal and/or outside interest and their official duties in a procurement and must comply with internal policy relating to gifts, hospitality and conflicts of interest at all times.

Examples of conflicts of interest may include, but are not restricted to:

* if you are a current or previous employee of an organisation, or have a member of your family, your partner (married, civil partnership or not), your siblings, your children, or any close personal or professional relationships that are an employee of an organisation, that is seeking to do business with the Contracting Authority.
* if you, or a member of your family/friends (as set out above), has a financial interest in an organisation that is seeking to do business with the Contracting Authority.
* if you, or a member of your family/friends (as set out above), has a financial relationship of any kind with an organisation seeking to do business with a Contracting Authority.

This is a non-exhaustive list of examples and it is your responsibility to ensure that any and all actual, potential or perceived conflicts are disclosed prior to you being involved in the procurement.

If you are unsure whether your current or previous relationship or involvement with an organisation that is seeking to do business with the Contracting Authority constitutes a conflict of interest, you should seek advice from an Authorised Individual / DgC commercial contact.

stated below.

This Form also includes a requirement for individuals involved in the procurement to treat information (including but not restricted to bid documents, bidder / organisation evaluations etc.) with the appropriate level of confidentiality, and not make any unauthorised disclosures of this information.

All individuals with access to procurement information must sign this Form.

This COI declaration does not change the Conflicts of Interest Declaration process you must follow within your organisations.

**Authorised Individuals**

Authorised Individuals are responsible for managing the disclosure of procurement information and conflicts of interest. The Authorised Individuals for the procurement are:

[insert name and title of accountable officer and any person(s) to whom management has been delegated]

If conflicts of interest arise at any time during the commercial lifecycle, an Authorised Individual must be notified. Any disclosure of procurement information must also be approved by an Authorised Individual prior to disclosure.

Statements

1. I acknowledge that my official duties cause me to have access to documents or data pertaining to the above procurement. I am aware that unauthorised disclosure of information could damage the integrity of the procurement and that transmission or revelation of such information to unauthorised persons will subject me to disciplinary action.

2. I will not divulge, publish or reveal by word, conduct, or any other means such information or knowledge, except as necessary to do so in the performance of my official duties related to this procurement and in accordance with the laws of the United Kingdom, unless specially authorised in writing in each and every case by an Authorised Individual of the Contracting Authority.

3. I acknowledge that the information I receive will be given only to persons specifically granted access to the procurement, and it may not be further divulged without specific prior written approval from an Authorised Individual.

4. If at any time during the procurement my participation might result in an actual, potential or perceived conflict of interest, I will immediately report the circumstances to the appropriate Authorised Individual.

**Declaration Guidance**

**Declaration A** should be signed if there are no actual, potential or perceived conflicts of interest.

**Declaration B** should be signed if there are actual, potential or perceived conflicts of interest. The conflicts of interest and mitigation must be stated in Appendix 1 below, as must the role that the individual will be carrying out (where appropriate) within the procurement. An Authorised Individual must also sign Declaration B to confirm that they accept that appropriate mitigations have been put in place.

**Declaration A (if no conflicts of interest)**

By signing this Form, I declare that I have read and accept the Statements above, and that there are no conflicts of interest of any nature which would prevent me from participating in the aforementioned procurement.

If any actual, potential or perceived conflicts of interest arise in the future, I will inform an Authorised Individual immediately.

Name:

Job Title: Organisation / Department:

Signature: Date:

**Declaration B (if actual, potential of perceived conflicts of interest)**

By signing this Form, I confirm that the conflicts of interest in Appendix 1 have been mitigated appropriately to allow me to participate in a suitable role within the procurement.

If any other actual, potential or perceived conflicts of interest arise in the future, I will inform an Authorised Individual immediately.

Name:

Job Title: Organisation / Department:

Signature: Date:

**Appendix 1**

My conflict(s) of interest, including mitigations, is/are:

Conflict of interest [insert text]

Mitigation [insert text]

[Delete as appropriate]

Therefore, my role in the procurement will be [briefly describe role]

OR

Therefore, I will not have a role in the procurement.

**Authorised Individual**

By signing this Form, I confirm that the conflicts of interest in Appendix 1 have been mitigated appropriately, and therefore the individual’s role in the procurement, also stated in Appendix 1, is appropriate.

Name:

Job Title: Organisation / Department:

Signature: Date: