Request for Quotation

**Monitoring and Evaluation Requirement for Culture Nature England Project**

**07/08/2024**

Request for Quotation

Monitoring and Evaluation Services for the Culture Nature England Project

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: CultureNature@naturalengland.org.uk

Date: 06/09/24

Time: 12pm

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

Cordelia Spalding 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.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | [dd-mmm-yyyy] at [hh:mm BST / GMT] |
| Deadline for clarifications questions | 23/08/2024 at [12:00 BST / GMT |
| Deadline for receipt of Quotation | 06/09/2024 at 12:00 BST / GMT |
| Intended date of Contract Award | w/c 23/9/24 |
| Intended Contract Start Date | 30/9/24 |
| Intended Delivery Date / Contract Duration | 30-Sept- 2024 to 31-Mar- 2025 |

Section 1: General Information

Glossary

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

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| “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 Good and Services Terms & Conditions (used for purchases under £50k)

can be located on the

[Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement): <https://www.gov.uk/government/organisations/natural-england> and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

Prices must be submitted in £ sterling, exclusive of VAT. Please confirm if VAT is chargeable.

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' (for a Central Contracting Authority) inclusive of VAT.

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

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

Disclaimers

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

The Authority does not:

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

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

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

Monitoring and Evaluation Services for the Culture Nature England Project

Background to Natural England

Natural England is the government’s advisor for the natural environment in England, helping to protect England’s nature and landscapes for people to enjoy and for the services they provide.

Protected Site Strategies (PSS's)

The Environment Act 2021 sets out the Government’s aim to put nature on the road to recovery for future generations. It has given us some of the tools needed to deliver for our environment, from cleaning up the country’s air, restoring natural habitats, increasing biodiversity, reducing waste, and making better use of our resources.

Protected Site Strategies will play an important part in this. These aim to bring together key stakeholders to tackle some of the biggest challenges that nature faces as evidences by the impact on wildlife and geodiversity found on protected sites (such as Sites of Special Scientific Interest) to help restore our most precious habitats, species and geodiversity.

<https://naturalengland.blog.gov.uk/2022/06/16/springing-into-action-with-protected-site-strategies-for-natures-recovery/>

These PSS's aim to bring together key stakeholders to address on and offsite pressures on protected sites (such as Sites of Special Scientific Interest) to help restore our most precious habitats, species and geodiversity. This project aims to explore the development and impact of engagement tools and templates that can be used to reach identified audience groups.

We work with a wide range of partners, stakeholders and customers on a huge range of projects, from influencing construction, advising farmers and landowners how they can manage their land in a sustainable way for the benefit of the environment, gathering and analysing environmental data, and carrying out vital statutory duties. Across the country, we’re helping nature to support people and our planet.

Culture Nature England Project Background –

The Culture Nature England project is a robust partnership with one of the Nation’s most respected community stakeholders – Libraries. Through ongoing work with Libraries Connected, (<https://www.librariesconnected.org.uk/>, an opportunity to build a relationship that mutually supports both organisational, and performance based aims will have been achieved, and in doing so positive outcomes for people, nature and protected sites.

The project and the resulting research and development has at its very core “Green in 15” ambitions, as laid out in the Governments 25 Year Environment Plan to ensure:

The public will also benefit from a new commitment to access green space or water within a 15-minute walk from their home, such as woodlands, wetlands, parks and rivers.

<https://www.gov.uk/government/news/ambitious-roadmap-for-a-cleaner-greener-country>

The project wishes to use a variety of robust approaches to the gathering of data and evidence that aims to ensure authentic stakeholder and community voices stay intact throughout the process. By using a variety of approaches to activities and tools the project aims to interact with those who are seldom heard at a grass root level, and then to use this research to further inform and strengthen both Natural England’s partnership with Libraries Connected, and future contributions to the successful roll out of Protected Site Strategies that address environmental impact through community driven action.

The project will engage with up to 30 libraries across England. Each library will receive funding to support:

Nature Connection training for library staff

Tailored activities for identified audience groups

Specialist local support for the delivery of activities

Materials for activities

Requirements:

The objective of this requirement therefore is to discover in practice how approaches used in library settings and with library audiences broaden and deepen the evidence to support community level and Partnership collaborations within a science-based public body such as Natural England- for the benefit of people and nature and how this evidence can be used to support Protected Site Strategy Development and delivery in the future.

Throughout the project there are identified milestones for monitoring and the collection of both quantitative and qualitative evidence that will further inform future iterations of the project.

The research questions are:

How libraries advertise and market their events- what is effective with which audience groups

Attendee numbers for events, and daily/weekly timings that may affect uptake

Pre and post evaluation of knowledge and value of Protected Sites locally and further afield

Most effective length of offering to audiences: one off events, or more involved projects and workshops

What type of activities have the most impact on Nature Connection, health and wellbeing

How activities in local green and blue spaces affect thoughts, values and actions and support and connect audiences to local Protected sites, and those further afield

How Green Infrastructure mapping can be used to support engagement and delivery

How Nature Connection training of Library staff affects delivery and uptake, and wellbeing of library staff

What actions at a local level ensure sustainable action for people and nature

Effects on health and wellbeing of participants

Outcomes:

The successful contractor will deliver at the end of the project:-

A series of monitoring-based conclusions and, qualitative and quantitative evidence reports that give richer and better understanding of the above.

Thematic findings and case studies will provide deeper insight into the project and the work carried out in individual libraries.

A matrix tool that indicates the most impactful combinations of approach that will support Natural England, and Libraries Connected wish to expand the project.

A report on the connections that have successfully supported the project.

Recommendations for future rollout of Culture Nature England

The contractor will be required to deliver an evaluation and will require social science skills. It is envisaged that most data can be collected virtually, though visits to a selection of the participating libraries (25%) and in-person data collection would be required. This is a key component of the evaluation of the Culture Nature England project, and further evaluation pertaining to whether outputs have been achieved, as well as to what extent the partnership work was effective and what lessons have been learned are also expected as part of the final Culture Nature England evaluation supplied by the contractor.

Natural England, Libraries Connected, selected Library Staff and the Project Manager aim to work with the appointed contractor to capture evidence and learning that can:

a) inform NE’s approach to such research collaborations in the future.

b) build organisation-specific understanding of how and when working with Libraries and their audiences will broaden our scientific evidence base.

c) clarify what support is needed to maximise success in interdisciplinary working with Libraries and Library stakeholders

d) Identify impact on audiences and further stakeholder groups.

Payment

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

1. The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Payment will be made in alignment with Project Milestones as detailed below.

* Interim report and Final report

It is anticipated that this contract will be awarded for a period of 6 months to end no later than 31/03/25. 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 following award criteria:

Technical – 70%

Commercial – 30%

Evaluation Criteria

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| Methodology | Detailed Evaluation Criteria |
| Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project.  Responses should not exceed two sides of A4, and use Arial font, size 11.  10% of Technical response | Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements that includes an outline of the processes you will follow to undertake the evaluation plan, and appropriate analytical approaches for delivering the evaluation.  3) Provide a description of tasks and how you will approach them  4) Outline how you intend to work with Natural England staff and those from other organisations without adding to administrative burdens.  5) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

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| Staff Experience & Knowledge | Detailed Evaluation Criteria |
| Q2.1 Who will be involved in the project and what relevant experience, skills and knowledge do they bring?    Responses should not exceed 2 sides of A4, and use Arial font, size 11. In addition, please include CVs.    Please outline:  • the team's past contributions that best evidence their ability to carry out the proposed project  • examples of previous outputs (provide links or DOI)  • other relevant skills, such as managing research, experience of applied and policy-related research, data management, and writing reports, etc  20% of Technical Response | Your response should demonstrate the team has:  1. Relevant research and analytical experience and skills to deliver this evaluation to a high standard.  2. Sufficient knowledge and understanding of behaviour change/insights research and evaluation  3. Experience carrying out evaluation of small projects, including carrying out surveys, interviewing and analysing qualitative data.  4. Produced high quality, accessible, imaginative and user-friendly outputs, including reports for non-academic audiences.  5. Experience delivering contracts for public sector clients, particularly contracts with a behaviour change or environmental focus. |
| Q2.2 How much time will each staff member spend on the project and on which aspects?    Responses should not exceed 1 side of A4, and use Arial font, size 11.  Inclusion of a provisional project plan /gantt chart is additional to this limit.  10% of Technical Response | Referring to the tasks/activities outlined, your response should demonstrate:  1. Sufficient time allowed for each stage and task- timeline description.  2. Staff with appropriate level of experience and knowledge involved in each stage and task.  3. C.v.'s or online portfolios for Key staff members who will work on the project directly. |

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| Research project management | Detailed Evaluation Criteria |
| Q3.1 How will you manage the project to ensure delivery on time and to a high standard, taking into account sustainability considerations, and the following risks:, engaging with sufficient project stakeholders and audiences and/or project continuity in the face of any staff absences?  Responses should not exceed 1 side of A4, and use Arial font, size 11.  10% of Technical response | Your response should briefly indicate:  1. How the project will be managed, by whom, and what measures will ensure successful delivery on time and to budget.  2. Any sustainability policies your organisation has and how these apply to this project  3. Risks to project delivery and how you would mitigate these including contingency plans for unexpected absence or changes to key personnel to minimise impact on project delivery.  4. Description of quality assurance processes in place to ensure quality of outputs. |
| Q3.2 What processes and experience do you have in relation to quality assurance, research ethics and data management?    Responses should not exceed 1 side of A4, and use Arial font, size 11.  10% of Technical response | Your response should briefly demonstrate:  1. Your quality assurance processes and measures  2. Your proposed data management processes  3. Any ethics processes your organisation has and any research ethics considerations that might apply in this project |

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| Outputs | Detailed Evaluation Criteria |
| Q4.1 How will you ensure that audience voices and tangible examples of outcomes are evaluated and presented in a format that offers tangible recommendations and tools for further research and continued collaboration with libraries  10% of Technical response | Your response should outline:  - Your suggestions for how you would collaborate with the libraries and their audiences.  - Any lessons you have learned from any relevant previous experience you might apply.  We will be looking for an approach that helps facilitate collaboration and is sensitive to the needs of the project and its timelines, as well as to the other priorities the Libraries will have |

Commercial (30%)

The Contract is to be awarded as a 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 objective/key personnel used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 30% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 70% (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:

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| 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.

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| 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

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| 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

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| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_