**Request for Quotation**

**Applied Fisheries Management:**

**Distance Learning – Modular Format**

**1st April 2024 -31st March 2027**

**Request for Quotation**

**Applied Fisheries Management: Distance Learning – Modular Format**

You are invited to submit a quotation for the requirement described in the specification below.

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: Sue.laver@environment-agency.gov.uk

Date: 11th January 2024

Time: 12:00

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

Contact Details and Timetable

Sue Laver 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 | 30-Nov-2023 at 12:00 |
| Deadline for clarifications questions | 21-Dec-2023 at 12:00 |
| Deadline for receipt of quotation response | 11-Jan-2024 at 12:00 |
| Intended date of contract award | 01-Feb-2024 |
| Intended contract start date | 01-Apr-2024  |
| Intended delivery date / contract duration  | 31-Mar-2027 (3 years in total) |

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 the Environment Agency |
| “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 terms and conditions provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. These are located on the [Environment Agency Website.](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fenvironment-agency%2Fabout%2Fprocurement%23conditions-of-contract&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=unzkH5WPQYjTjWw3SjQNZshbWnx2ajnZZ0TwQcK7Wxo%3D&reserved=0) The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

For the purpose of this RFQ the Authority is classified as a Sub Central Contracting Authority with a publication threshold of £30,000 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 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.

Intellectual Property Rights (IPR)

For the purposes of this Contract each Party keeps ownership of its own Existing IPR. Neither Party has the right to use the other Party’s IPR, including any use of the other Party’s names, logos or trademarks, except as expressly granted elsewhere under the Contract or otherwise agreed in writing.

For the duration of this Contract a non-standard agreement condition is in place (see section 14 of the Contract Order Form) that defines the supplier as retaining IPR but allows the client full access to materials developed and used during this time.

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of.
* 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.

All communication should to be digital and meetings online, unless required by exception.

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

**Background to the Requirement**

The Environment Agency require a modular format, self-led distance learning training course covering the management of fisheries, to be used by Environment Agency staff. This training is required to sit at qualification level 4.\* This training will align with, and support the technical capabilities required by Environment Agency fisheries staff to deliver their role in relation to fisheries management activities, advice and guidance. To align with Environment Agency existing capabilities the modules are required to focus on the following topics:

* **Fish Health and Welfare** – to include an overview of current and common diseases and what to look for when visiting fisheries with suspected health issues. Maintaining welfare, minimizing and managing disease outbreaks, biocontrol methods, and processes to support fisheries through incidents.
* **Predator Impacts and Management** – to cover the main groups of piscivorous predators, their impacts on stocks and strategies for their management.
* **Invasive Non-Native Species Impacts and Management** - provide a summary of the main INNS fish species and other plants/invertebrates affecting fisheries. Briefly outlining their history, identification and impacts. Also cover management strategies and biosecurity best practice.
* **Fish Stock Assessment and Stock Management** - to include fish stocking and management in fresh waters, the importance of, and methods for, assessing stock and habitat. To also cover sampling and survey methods.
* **UK Freshwater Fisheries Legislation** – to cover fisheries-related law and legislation, the roles and responsibilities of organisations and individuals and how it applies to the real world of fisheries and fisheries management
* **Water Quality** - to include information of water quality and fisheries interactions in fresh waters to promote understanding of the management needs of coarse and trout fisheries and the types of angling they support and to enable the provision of advice to fishery owners and managers.

The focus of the modules should primarily be on freshwater coarse fish species with the emphasis on stillwater fisheries management.

\*For definitions of academic qualification, see [Gov.uk-What qualification levels mean: England, Wales and Northern Ireland](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels)

Each module should have a lead tutor and we envisage learners will be supplied with digital, or access to online, learning materials, including a formal assessment, to be marked and fed back on by each module tutor. The training does not need to be certificated; however, we anticipate that it will be comparable to the learning available via the IFM Diploma in Fisheries Management and contribute towards Continued Professional Development and application for Chartership CEnv.

**Specific Objectives/Deliverables**

All study information will relate to general fisheries management activities with particular focus on the named topics, this will reflect the knowledge and activities expected of Environment Agency Fisheries Officers.

On completion of each module individuals should be able to demonstrate comprehensive knowledge of the specific topic and be able to act independently to provide advice to customers, likely to be fishery owners, angling clubs and individual anglers.

We expect officers to be able to make informed decisions to promote and enhance good fisheries management, identify problems with fisheries and provide recommendations. Management strategies that suggest solutions and improvements should be confidently communicated verbally and via written reports, using and conveying relevant information learned from their studies.

We anticipate that the body of information provided for each module, along with additional optional resources, to stretch individual’s learning, will act as a comprehensive resource and reference pack to enable them to maintain and develop their skills and knowledge of each specific topic.

Individual modules will need to run back to back over the course of one year to facilitate those aiming to complete the full programme of learning, and support Environment Agency technical resilience needs in a timely fashion. We expect modules to repeat on an annual basis to support new learners and those wishing to spread out their learning over a longer period.

All learning will take place alongside the day job which may on occasion involve incident response so a degree of flexibility may be required in some cases on an ad hoc basis. The Environment Agency will allow 25% of the study hours to take place during work time.

We anticipate a maximum of around 10 students per module with an average of 60 students over each 12 month period. There will be no minimum number of students for any module.

Key Requirements:

* Single point of contact from supplier (Course Manager)
* Management information including student performance will be required on a quarterly basis in either a digital format or via face to face/online meetings
* Annual review of module content to ensure it reflects current knowledge and references new and emerging understanding within fisheries e.g., impacts of climate change, emerging disease

**Timescales/Deadlines**

Each module will run annually with students receiving digital course materials and details of the tutor along with details of the topic assignment at the start of each module. We anticipate each module will run over approximately an 8 week period. Tutor marked assignments should be returned within 4 weeks of completion of a module along with relevant feedback

The Environment Agency may revise and restructure the order that modules are delivered in on an annual basis.

**Skills of Personnel Required**

* Excellent Communication skills (written and verbal)
* Ability to work collaboratively and share knowledge
* Tutors should have experience of developing and delivering technical training
* Thorough understanding of good Fisheries Management practises with a specialism linked to module they are tutoring.
* An understanding of Environment Agency fisheries activities would be beneficial to ensure relevant, transferable knowledge is delivered.

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

Invoicing will be required on a six-monthly basis to cover number of students/modules delivered in the preceding six months.

It is anticipated that this contract will be awarded for a period of 3 years to end no later than 31/03/2027. 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**

The overall aim of the evaluation process is to select the Tender that is the most economically advantageous to the Authority, having regard to the Authority’s overall objectives and the criteria set out below.

The Authority will carry out its evaluations of the Technical and Commercial elements according to the criteria, sub-criteria and weightings set out in the tables below.

The evaluation weightings split will be:

Technical – 40%

Commercial – 60%

Evaluation will result in the winning tenderer having the highest scoring combined score.

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| --- | --- | --- | --- | --- |
| Award Criteria  | Weighting (%)  | Evaluation Topic & Weighting  | Sub-Criteria  | Weighted Question  |
| Technical  | 40%  | Fisheries L&D course proposal  | Course content and methodology  | 2 Questions Q1.1 (50% of technical score available) Q1.2 (20% of technical score available)  |
| Recent previous experience and key personnel  | 1 Question Q2.1 (20% of technical score available)  |
| Quality assurance measures  | 1 QuestionQ3.1 (10% of technical score available)  |
| Commercial  | 60%  | Pricing tables.Course development and delivery costs  | Commercial model.Quoted figures should be in GBPs (£) and exclusive of VAT  | 1 Question  Q4.1 (100% of commercial score available)  |

**Technical Evaluation (40%)**

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

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

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

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| --- | --- |
| **Technical Evaluation 1- Fisheries Learning and Development course proposal**  | **Detailed evaluation criteria** |
| **Q1.1** Course ContentDescribe your understanding of the Environment Agency’s operational requirements for bespoke L&D course. We expect some description of the module content and how this ensures that course participants will benefit, and the key learning acquired. The course materials could include, but is not restricted to, core content, links for extra reading and student assessment.Outline any innovative solutions and proposals to deliver a course which provides optimum value for money from our investment. It is anticipated that the module content will be updated as necessary through the 3 year term of the course.The maximum response for your answer covering the information requested above is 10 sides of A4 (font size Arial 11). Any information provided in pages exceeding the limit (10 sides of A4) will not be considered in the evaluation. | Your response should: 1) Demonstrate a clear understanding of the requirements. 2) Have information in sufficient detail to allow a full appraisal of the suitability of the course content. Your answer will represent 50% of the total technical score available |
| **Q1.2** Course MethodologyProvide a plan for designing and delivering a professionally run L&D course, considering the needs outlined in the specification of requirements.The maximum response for your answer covering the information requested above is 4 sides of A4 (font size Arial 11). Any information provided in pages exceeding the limit (4 sides of A4) will not be considered in the evaluation. | Your response should: 1) Propose a clear, practical, achievable, and cost-effective approach to deliver the course. 2) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver the course. Your answer will represent 20% of the total technical score available |
| **Technical Evaluation 2- Recent experience and key personnel**  | **Detailed evaluation criteria** |
| **Q2.1** Describe the relevant areas of business activity of your organisation and demonstrate a clear track record in the context of the fisheries L&D with applicable examples of similar work.Provide details (skills and experience) of the individual/s in your organisation, any sub-contractors you intend to employ in the form of brief CV’s or similar. In the case of a team, describe team structure, roles &responsibilities, and tasks. The maximum response for your answer covering the information requested above is 4 sides of A4 (font size Arial 11). Any information provided in pages exceeding the limit (4 sides of A4) will not be considered in the evaluation. | Your response should: 1) Evidence previous experience that is relevant to the course required2) Show that staff involved in the course have the necessary knowledge that is relevant to the course Your answer will represent 20% of the total technical score available |
| **Technical Evaluation 3- Quality assurance measures** | **Detailed evaluation criteria** |
| **Q3.**1 We expect the course to be delivered to a good standard. How would the content, assessment and student experience be benchmarked to ensure a high quality product and experience for those involved?The maximum response for your answer covering the information requested above is 2 sides of A4 (font size Arial 11). Any information provided in pages exceeding the limit (2 sides of A4) will not be considered in the evaluation. | Your response should: 1) Propose a clear, practical, achievable, and cost-effective approach to provide quality assurance. 2) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver the QA for the course. Your answer will represent 10% of the total technical score available |
| **Total Technical Evaluation** | **100%** |

**Commercial (60%)**

The Contract is to be awarded based on the price to develop and deliver the L&D course.

Suppliers are required to submit costs as outlined in the table below. Savings and efficiencies should be identified and offered where appropriate.

|  |  |
| --- | --- |
| **Commercial Evaluation** | **Detailed evaluation criteria** |
| Q.4.1. Please provide a cost for initially developing course content. That is for provision of the six module topic areas and all the distance learning materials (for example: core course content, links for extra reading and student assessment)Bidders are also asked to include costs for an annual review and update of module content within the 3 year contract. It is anticipated to be a ‘light touch exercise’ where any changes will be based on legislative/policy updates or where significant changes to guidance or understanding are identified.Please provide separate costs for delivering the required 3-year L&D based on the specification. A cost per module is required and any fixed costs to manage the course. | Cost breakdown to develop course materials costs (and any subsequent updates).Delivery costs per module (and general course management)All quoted costs should be in GBPs (£) and are exclusive of VAT |

**Calculation Method**

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x 60% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 40% (Maximum available marks)

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

Information to be returned

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

Please complete and return the following information:

* Response for each technical question (in accordance with the instructions)
* Commercial costs (totals and breakdowns in accordance with 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 via a Purchase Order.

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.

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

Part 2.2 Grounds for discretionary exclusion

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

Annex 2 Acceptance of Terms and Conditions

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

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

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

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

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

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