Request for Quotation

EARNSE Hub - Learning Naturally Activities Plan, NL-22-00136

6 December 2023

Request for Quotation

EARNSE Hub - Learning Naturally Activities Plan, NL-22-00136

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: maggie.robinson2@naturalengland.org.uk

Date: 5/01/2024

Time: 00:00

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

Maggie Robinson 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 | At 06/12/2023 at 12:00 |
| Deadline for clarifications questions | 21/12/2023 at 17:00 GMT |
| Deadline for receipt of Quotation | 05/01/2023 at 00:00 |
| Intended date of Contract Award | 12/01/2024 |
| Intended Contract Start Date | 29/01/2024 |
| Intended Delivery Date / Contract Duration | 28/06/2024 |

Section 1: General Information

Glossary

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

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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 at Standard goods and services terms and conditions (£10,000 to £50,000) - GOV.UK (www.gov.uk) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

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

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

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

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

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

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

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

General Data Protection Regulations 2018

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

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

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

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

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

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy. We work with farm Managers and land managers; business and industry; planners and developers; national, regional and local government; interest groups and local communities to help them improve their local environment.

Our responsibilities include:

• Managing England’s green farming schemes, paying over £300million/year to over 55,000 agreement holders

• Increasing opportunities for everyone to enjoy the wonders of the natural world

• Reducing the decline of biodiversity and licensing of protected species across England

• Designating National Parks and Areas of Outstanding Natural Beauty

• Managing most National Nature Reserves and notifying Sites of Special Scientific Interest. To find out more, visit our website at [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

Background to the specific work area relevant to this purchase

Natural England is currently leading a funding application to National Lottery Heritage Fund (NLHF) and will need to submit additional information as part of a Stage 2 Delivery Phase application. The project partnership, Natural England, Westmorland & Furness Council, Cumbria Wildlife Trust and Art Gene, are interested in further exploring the opportunities to help engage a wider range of audiences and improve the participation, learning and involvement in the natural environment and open spaces in and around Walney Island, designated sites, grounds to the new proposed Environmental Hub buildings and community spaces on Walney Island, Barrow-in-Furness. The partners seek to increase participation overall, including for young children from less well-served sections of the community.

The hands-on learning activities planned through this contract will form part of a larger activity plan. A final draft of the overall activity plan will be completed by July 2024, so the plan of the learning naturally activities must be completed by mid-June 2024, with a consultation draft available by mid-April 2024.

**Introduction to Earnse Bay Environment Centre**

Earnse Bay Environment Centre is being built by Natural England at West Shore, Walney Island, Barrow in Furness, Cumbria LA14 3YW. The centre will have a ‘beach school’ informal classroom that will hold about 30 people when undertaking activities. The classrooms has glass doors that opens onto an outside space. The associated outside space is secured from the rest of the outside area for safeguarding purposes. The building sits in a 3.3ha site, site. The Earnse Hub will have a marine and coastal focus, it is based 100m from the sea in what is an area especially rich in coastal and marine habitats.

Natural England manages North Walney National Nature Reserve and Cumbria Wildlife Trust manages South Walney Nature Reserve. The latter is easily accessible by vehicles, the former has no vehicular access, but is accessible on foot. Both reserves are available for learning experiences, as is the beach area at Earnse Bay.

Earnse Bay is a cobble and pebble beach with a muddier rather than sandy substrate below the pebble strip. Rock pools are only accessible at low water. Both reserves have extensive sand dune habitats, shingle, salt marsh and extensive bird interest. The surrounding coast is heavily designated for nature conservation as Duddon Estuary SSSI (Site of Special Scientific Interest), South Walney and Piel Channel Flats SSSI. Morecambe Bay SAC (Special Area of Conservation), Morecambe Bay and Duddon Estuary SPA (Special Protection Area), Duddon Estuary RAMSAR and West of Walney MCZ (Marine Conservation Zone). [https://www.SSSI details](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjSp8ir97aBAxWuQkEAHdfaBgIQFnoECBAQAQ&url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fprotected-areas-sites-of-special-scientific-interest&usg=AOvVaw0h6EW5068aBiKscINyrLXz&opi=89978449)

**Requirement**

We are seeking to provide hands-on, place-based, outdoor learning experiences at the Earnse Bay Environment Hub for primary age children, who are primarily from socially deprived backgrounds, to engage with nature and the environment of Morecambe Bay. EARNSE Hub will have a teacher based at the centre

These activities will be additional to curriculum requirements but should be compatible the learning that children will be undertaking in school at the relevant key stage.

The successful contractor will take account of the aspirations and resources available through the Morecambe Bay Curriculum in the design of the activities and can be given access to the resources already developed as part of that initiative. They should also take into account the suitability of use of the resources developed for the national education nature parks <https://www.educationnaturepark.org.uk/resources>

EARNSE Hub will have a teacher based at the centre. The activities will be able to be delivered by the Hub teacher, with assistance from the attending class teacher.

We are asking for:

• The design of activities for 4–11-year-olds that can include some class learning and presentation, but with a heavy focus on hands-on learning experiences.

• We require planned sessions for 4 x half day sessions, of 2.5 hours, per year group.

• The sessions should teach children about the interests of the local coastal and marine habitats and species, how they work and if suitable within the session, what they can do to care for them.

• Each session should have a lesson plan, which will include in detail:

‐ What the lesson covers, outcomes and expected learning.

‐ Any relevant prior knowledge that participants are expected to have to make the session effective.

‐ Session layout e.g. taught sections & presentations, children’s activities, follow up to ensure learning is embedded and completion of the session.

‐ The content of the taught sections, including how the section can be adapted to meet individual learning styles and Special Educational Needs

‐ What the hands-on part covers, how it should be delivered and any alternative adaptations for weather or to meet individual learning styles and Special Educational Needs.

– Links to the national curriculum for the relevant key stage.

Although sessions will have an outdoor element or focus, they must be adaptable to inclement weather.

All activities must be able to be undertaken in a safe manner in a coastal environment.

Print-outs, or other materials, that the teacher and the pupils will need to undertake the session should be easily downloadable in a layout and format for easy printing or digital use. A hard copy of all printable materials will be presented on completion of the activity plan.

Each session will have a list of the equipment required. We would like sources of that equipment (e.g.. Hyperlinked websites) and if possible the current cost, but the sources and costs should not be detailed to the detriment of the learning content.

Please identify which of the activity sessions are suitable, or can be adapted, to create self-managed sessions by groups e.g. they may be used self-guided by Brownies, John Mur Award participants or families.

**The contractor will have experience of carrying out their work with regard to the following:**

Designing outdoor nature-based and environmental activities for primary age children. Curriculum requirements for Key Stage 1 and 2

Please supply details of the staff working on the project and their previous relevant experience.

Please send details of previous relevant contracts that evidence your suitability to undertake this piece of work.

A start-up meeting will be arranged by the contractor, with Natural England and Westmorland and Furness Council representatives, within 1 calendar month of the contract award.

You will be expected to hold one progress meetings with Natural England and Westmorland and Furness Council during the contract. These can be by Team or face to face.

A draft of the planned activities will be available for consultation by the end of April, for consultation with the NLHF partners.

Natural England will respond to the draft on behalf of the steering group by the end of May

A final copy of the learning naturally activities plan will be available by the end of June 2024.

**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 the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

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

Outputs and Contract Management

The contractor is to provide all labour, equipment, and any other items necessary for undertaking the work and completing the contract. The contractor will provide all relevant day-to-day supervision, maintain close contact with the Natural England staff throughout the contract and ensure compliance with Health & Safety requirements.

The execution of the work will be the responsibility of the contractor, who will liaise regularly with the EARNSE Project Manager or Maggie Robinson. Comments and final sign off will be through the EARNSE Project Steering Group.

**For each year group the contractor will produce:**

The detailed design and content of 4 X half day activities for the reception class to11 year old pupils, as detailed above.

The product should be presented in a logical and user-friendly way e.g. each year’s sessions, lesson plans, content and activities with order of delivery.

All materials should be clearly labelled as to which session they are part of

All content should be provided as MS Word, Adobe PDF, electronically and a hard copy.

All plans, downloads for presentation for use by children and any materials requiring printing or copying should be formatted to easily allow users to do so.

All formats should be suitable for NE use, acknowledge the partner and NLHF funding, and incorporate their logos (which will be provided).

All data, images, videos, guidance, and other outputs will become the physical and intellectual property of NE at the end of the contract.

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| Reference | Deliverable | Responsible Party | Date of completion |
| 01 | Start up meeting | Contractor | January |
| 02 | Progress meeting | Contractor | Early March |
| 04 | Consultation Draft | Contractor | 30-04-2024 |
| 05 | Consultation Response | Natural England | 31-05-2024 |
| 06 | Final Draft | Contractor | 28-06-2024 |

* The start-up meeting will be arranged by the contractor within one month of the contract being awarded. Natural England and Westmorland and Furness Council will attend on behalf of the steering group.
* The consultation draft and final copy of the learning naturally plan will be in an electronic format that is easy to download and print for session delivery.
* Adaptations for pupil capability must be clearly marked up.
* Any adaptations for weather must be clearly marked up.
* Materials that are difficult to print or beyond A3 size should be supplied as hard copies.
* Materials required to deliver sessions should be listed with each session. Weblinks to sources of the equipment should be provided, with a table of current costs.
* A hard copy of the plan, with printed material for each session will be provided after sign-off of the final copy of the learning naturally activity plan.

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 at completion.

It is anticipated that this contract will be awarded for a period of 5.5 month to end no later than 30/06/2023. 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.

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 – 40%, based on

* relevant experience and knowledge of key personnel
* recent experience of carrying out similar contracts

Commercial - 60%, based on cost and value for money.

Evaluation criteria

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

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| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service | Key personnel | Q1 Expertise of staff undertaking the work (25% of technical score available) |
| Quality Assurance measures | Q2 Recent relevant experience  15% of technical score available |
| Commercial | 60% | Cost of the proposed Contract |  | Q1.Whole contract cost |

Technical (40%)

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

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

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

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

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| --- | --- |
| Technical Expertise | Detailed Evaluation Criteria |
| Q1.1 Staff skills & knowledge | Evidence that staff undertaking the work are conversant with the primary national curriculum, have ecological knowledge of marine and coastal environments and experience of how to engage children by hands-on experiential learning. |
| Q1.2 Previous work | Show that they have undertaken recent work that showcases the skills and knowledge required to develop the current contract requirements. |

|  |  |
| --- | --- |
| Cost | Detailed Evaluation Criteria |
| Q2.1 Whole contract cost | Overall cost of the contract |

Commercial (60%)

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

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

Calculation Method

The method for calculating the weighted scores is as follows:

Commercial 60%

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:

* 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 with 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.

|  |  |  |
| --- | --- | --- |
| 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

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

