

REQUEST FOR QUOTATION

DGT Passive Phosphorous sampling study and analysis for LIFE R4ever Kent (LIFE20 NAT/UK/OO1001013)

Contents

Contact Details and Timetable	1
Section 1: General Information	2
Section 2: The Invitation - Specification of Requirements.....	7
Background to Natural England	7
Background to the specific work area relevant to this purchase	7
Requirement	7
Sustainability	10
Contract Management	11
Pricing	11
Annex 1 Mandatory Requirements	16
Part 1 Potential Supplier Information	16
Part 2 Exclusion Grounds	16
Annex 2 Acceptance of Terms and Conditions	19

Date: 01/11/23

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: morgan.barrie@naturalengland.org.uk

Date: **01-Dec-2023**

Time: **18:00**

Ensure you include the name of the quotation and 'Final Submission' in the subject field to make it clear that it is your response. Please include the project name and reference numbers on all documentation (LIFE R4ever Kent LIFE20 NAT/UK/OO1001013).

Contact Details and Timetable

Morgan Barrie, LIFE R4ever Kent Interim Project Manager/Finance Officer –

morgan.barrie@naturalengland.org.uk will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Action	Date
Date of issue of RFQ	01-Nov-2023 at 12:00
Deadline for clarifications questions	10-Nov-2023
Deadline for receipt of Quotation	01-Dec-2023 at 18:00
Intended date of Contract Award	15-Dec-2023
Intended Contract Start Date	18-Dec-2023
Intended Delivery Date / Contract Duration	18-Dec-2023 to 01-Oct-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):

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

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

Prices

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

Disclosure

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

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

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

- Central Contracting Authority's: £12,000
- Sub Central Contracting Authority's and NHS Trusts: £30,000

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

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

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

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

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

- You must only process any personal data in strict accordance with instructions from the Authority.
- You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
- You must take reasonable steps to ensure the reliability of employees who have access to personal data.
- Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
- Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.

- You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
- On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

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

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

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

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to:

- support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group's Equality & Diversity Strategy](#).
- meet the standards set out in the [Government's 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

The Authority is Natural England. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](#).

Background to the specific work area relevant to this purchase

The LIFE R4ever Kent project will restore and revitalise the River Kent SAC and its wider catchment, so it is more resilient to environmental pressures. Freshwater pearl mussel (FPM) (S1029) is a keystone species which requires clean gravel habitats and low suspended solids/nutrient loading. Improved water and habitat quality (including H3260 habitat) will benefit other aquatic/terrestrial species including the endangered White clawed crayfish (S1092) and provide optimum conditions for FPM's salmonid hosts. The project will trial new techniques, provide targeted advice and training and promote better replication/communication. Natural England (lead partner) is working in partnership with South Cumbria Rivers Trust, Environment Agency and Freshwater Biological Association. The project is financially supported by LIFE, a financial instrument of the European Commission.

Location

River Kent & Tributaries Special Area of Conservation (SAC) and Site of Special Scientific Interest (SSSI).

Requirement

The LIFE R4ever Kent project aims to use DGT Passive Phosphorous sampling for two purposes:

1. to inform advice to land managers in the catchment by identifying priority farms for targeted management advice and restoration works where there are higher concentrations of P in the adjacent watercourses, and
2. provide new data on P levels informing Freshwater Pearl Mussel reintroduction site suitability.

The project holds the baseline data of P levels for 7 sample points in the catchment collated from Environment Agency data and additional data for Dubbs Beck from the 2014 DWPP3. The new sampling and data created from the project should provide evidence to allow an assessment of P concentrations at specific sites in the Special Area of Conservation measured against the target of 0.005mg/l levels of P required for FPMs. The assessment will include consideration of P concentrations revealed in the context of the land use practices upstream of the sample points.

The quotation requested relates to the provision of the necessary expertise, equipment, methodology, laboratory analysis, data review and reporting to facilitate and interpret a programme of DGT Passive Phosphorous sampling. The requirement is split into 7 activities:

1. Study formation
2. Sample kits
3. Deployment kits
4. Sample analysis
5. Interim report writing
6. Final report writing
7. Courier/postage costs

Activity 1. Formation of a robust study methodology

Formation of a robust study methodology for determining and reviewing P concentrations in the water within the rivers and tributaries of the catchment at locations and over timescales selected by Natural England project staff. The methodology should cover all aspects of the study. The study is expected to reveal a series of time-averaged P concentrations for each sample location, and the review will need to consider the results obtained in both the spatial and chronological contexts. It should also be considered how year 1 results could impact a change in proposed sampling sites in year 2. See Activities 5 & 6 below for further details of the review requirements.

The study is expected to be completed over two distinct periods of time. The first of these will run from 01/03/2024 to 30/06/2024. The second will run from 01/03/25 to 30/06/2025.

The sample collection, storage, transport and analysis methodology should ensure that the P concentrations revealed are as representative as reasonably practicable of the actual average concentrations in the watercourse over the sampling period. This should include a separate initial trial period to determine length of deployment time without oversaturation of the sample plates.

Sample deployment and collection will be undertaken by Natural England project staff following the methodology set out. The methodology for sample collection should consider health, safety and environmental risks into reasonable consideration and should include a generic Risk Assessment and Method statement for the works.

The supplier should consider permissions and consents (e.g. SSSI Consent) that it will be necessary to be gained and what mitigation measures will be taken on account of the protected status of the site.

Activities 2 & 3. Provision of sampling kits and deployment equipment

Provide the following:

- DGT sample kits and sample collection forms for the number of samples detailed below.
- Deployment mechanisms – deployment mechanism for samplers (e.g. stakes or wire baskets/weights), and supply the equipment required to mount the sample disks so that they can be secured in position.
- Any other sampling or sample deployment equipment or consumables required as identified in the study methodology.

For both elements, consideration should be given to in-field applicability by Natural England staff and partners and the need to reduce or eliminate the possibility of cross contamination in the field. We prefer not to freeze samples and an alternative method should be considered for preserving the samples prior to shipment to the laboratory for analysis.

All samples collected will be kept separate. Please provide quotes for the following number of kits/samples analysed: **620 samples**.

Likely volume of kits required:

Year	Estimated Number of Kits Required
2024	380
2025	240

The supplier will distribute the kits to Natural England's nominated officer ready for the initial planned sampling window 1st March 2024.

Activity 4. Laboratory analysis of DGT samplers

Undertake laboratory analyses of the individual samples returned to determine the average P concentrations in the waterbody at the sample location over the sampling period.

In your return please provide an explanation of the methods you plan to use to analyse and validate the samples for phosphorous, and what would be done in the scenario that samples are contaminated or oversaturated. Include details of any laboratory and equipment method accreditation (e.g. UKAS, MCERTS).

Provide details of your Limit of Detection for P and detail any likely factors resulting from sample collection that may cause that limit to be elevated. Note the upper target P concentration for the waterbody of 0.005mg/l, as detailed above.

The results of the laboratory analyses should be made available to the Contract Manager within 10 working days of receipt of the samples at the laboratory.

Activities 5 & 6 Interim and Final reports

Project Outputs:

In addition to providing the Contract Manager with the raw laboratory data, an interim report would be requested at the end of the first sampling period providing:

- Data tables of resulting P levels at sampled locations.
- Comparison of P levels with land use at upstream locations and known point sources of P from public access data. Examples of land use to be considered include agricultural classifications such as Severely Disadvantaged Areas (SDA) and moorland.
- Mapping of results with the comparable data and creation of priority zones for intervention work to reduce P input into the system. These priority zones will be defined as locally as possible based on the sample locations and the upstream hydrology and will be presented graphically on a map.
- Implications of P levels at sampled locations for reintroductions of Freshwater Pearl Mussels based on the recommendations of **BS/EN 16859 -2017** Water quality - Guidance standard on monitoring freshwater pearl mussel (*Margaritifera margaritifera*) populations and their environment. Discussion on the survey results and comparison between these results and other existing data sources.
- A discussion of any challenges/problems and how they were resolved.
- Suggestions for changes to the proposed sampling sites in the second year of the study depending upon results to date.

The Interim Report should be made available within three months of the collection of the last sample from the first study period.

A final written report detailing the activities and analysis undertaken should be provided to the Natural England Project Officer, following the guidelines found here: [NECR/NERR Writing Guidance - Publishing \(NECR000\)](#)

The contractor should be aware that the data and any report produced will be made available by Natural England on an Open Government Licence, and all input data should be listed on a Basic

Metadata Template which will be provided by Natural England, and have any relevant licences provided along with the report.

The final report should contain:

- Sampling strategy.
- Details of analysis and verification methods
- Data tables of resulting P levels at sampled locations
- Comparison of P levels with land use at upstream locations and known point sources of P from public access data. Examples of land use to be considered include agricultural classifications such as Severely Disadvantaged Areas (SDA) and moorland.
- Mapping of results with the comparable data and creation of priority zones for intervention work to reduce P input into the system. These priority zones will be defined as locally as possible based on the sample locations and the upstream hydrology and will be presented graphically on a map.
- Implications of P levels at sampled locations for reintroductions of Freshwater Pearl Mussels based on the recommendations of **BS/EN 16859 -2017** Water quality - Guidance standard on monitoring freshwater pearl mussel (*Margaritifera margaritifera*) populations and their environment. Discussion on the survey results and comparison between these results and other existing data sources.
- A discussion of any challenges/problems and how they were resolved.
- Recommendations on further work, based on the results of the current study.

The Final Report should be made available within three months of the collection of the last sample from the study period.

Reports must all have the following standard cover wording; LIFE R4ever Kent will restore and revitalise the River Kent SAC and its wider catchment, so it is more resilient to environmental pressures. Freshwater pearl mussel (FPM) (S1029) is a keystone species which requires clean gravel habitats and low suspended solids/nutrient loading. Improved water and habitat quality (including H3260 habitat) will benefit other aquatic/terrestrial species including the endangered White clawed crayfish (S1092) and provide optimum conditions for FPM's salmonid hosts. The project will trial new techniques, provide targeted advice and training and promote better replication/communication. Natural England (lead partner) is working in partnership with South Cumbrian Rivers Trust, Environment Agency and Freshwater Biological Association. The project is financially supported by LIFE, a financial instrument of the European Commission.

Activity 7. Courier/postage costs

Provide the following:

- All postage / delivery costs to provide the required sampling equipment and consumables to Natural England's offices at Murley Moss, Kendal.
- Courier costs for collecting samples from Natural England's offices at Murley Moss, Kendal, and delivering them to the laboratory for analysis.

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 year 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.

Contract Management

This contract shall be managed on behalf of the Authority by Morgan Barrie, 07787 257 883.

It is anticipated that a start-up meeting will be held in the week commencing 18/12/2023. Please assume 2 hours for the meeting. This meeting will be by teleconference, so T&S costs will not be payable.

The contract outputs are as stated in the Requirement above.

Pricing

Please supply separate quotes for each part of the work. Please include provision of collection protocols, courier costs, analysis, comparison work and report writing within these costs. You must make it clear what is to be included in the fixed price or daily rate – expenses, equipment hire, warranty, delivery charges etc. You may insert additional task lines if required.

Please state the total overall cost for this requirement. Prices should detail VAT separately where relevant.

Commercial Response (to be completed by Supplier)

Activity		Daily rate	Material/ equipment costs	Number of hours/days	Total cost per task NET	Total cost per task GROSS
1. Study formation						
2. Sample kits						
3. Deployment kits						
4. Sample analysis						
5. Interim report writing						
6. Final report writing						
7. Courier/postage costs						
Total						

Quotation Submission

Please provide the following supporting documents:

- Proposed Methodologies
- Health & safety Policies/certificates
- CV's of key personnel who will be directly involved with this contract
- Past Work

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. Invoices are to be submitted in arrears for costs to date following completion of the approved study formation, interim report and final report (each year of the contract). You will be required to include the purchase order number, project name and reference number on all invoices (LIFE R4ever Kent LIFE20 NAT/UK/001013).

It is anticipated that this contract will be awarded for a period of **22 months** to end no later than **01-Oct-2025**. 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 – **50%**
Commercial – **50%**

Evaluation criteria

Evaluation weightings are **50%** technical and **50%** commercial, the winning tenderer will be the highest scoring combined score.

Award	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Technical	50%	Service / Product Proposal	Methodology	1 Question Provide details of the methodology and approaches proposed to deliver the requirements of this project. Responses should not exceed four sides of A4, and use Arial font, size 11. (60% of technical score available)
			Key personnel	1 Question Provide details of the experience of staff who would work on the project (20% of technical score available)
			Quality Assurance measures	1 Question Describe how quality assurance would be ensured on the project (10% of technical score available)
			Management of sustainability	1 Question Describe how you would approach the issue of sustainability in relation to this project (10% of technical score available)

Award	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Commercial	50%	Whole life cost of the proposed Contract	Commercial Model	1 Question Provide a breakdown of costs (100% of commercial score available)

Technical (50%)

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.

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 four sides of A4, and use Arial font, size 11.	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. 3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.

Personnel	Detailed Evaluation Criteria
Q2.1 Provide details of the experience of staff who would work on the project	Your response should: Include full CVs and explanations of relevant previous projects and experience.

Quality assurance	Detailed Evaluation Criteria
Q3.1 Describe how quality assurance would be ensured on the project	Your response should: <ol style="list-style-type: none"> 1) Include detail on how sample integrity would be maintained through all stages of the project including laboratory practices and physical health and safety. 2) Detail quality assurance measures that would be taken to ensure integrity of the data analysis and report writing

Management of Sustainability	Detailed Evaluation Criteria
Q4.1 Describe how you would approach the issue of sustainability in relation to this project	Your response should: <ol style="list-style-type: none"> 1) Consider physical elements of the project and their environmental impact. 2) Detail reduction and mitigation that would be taken to reduce the environmental impact of the project

Commercial (50%)

Commercial response	Detailed Evaluation Criteria
Q5.1 Breakdown of costs	Your response should: <ol style="list-style-type: none"> 1) Detail a full cost breakdown as requested in the pricing section of the RfQ

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
Score = (Lowest Quotation Price / Supplier's Quotation Price) x [50%] (Maximum available marks)
- Technical
Score = (Bidder's Total Technical Score / Highest Technical Score) x [50%] (Maximum available marks)

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

Information to be returned

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

Please complete and return the following information:

- completed Commercial Response template
- separate response submission for each technical question (in accordance with the response instructions)
- completed Mandatory Requirements (Annex 1)
- completed Acceptance of Terms and Conditions (Annex 2)

Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email. The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

Question no.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b)	Registered office address (if applicable)	
1.1(c)	Company registration number (if applicable)	
1.1(d)	Charity registration number (if applicable)	
1.1(e)	Head office DUNS number (if applicable)	
1.1(f)	Registered VAT number	
1.1(g)	Are you a Small, Medium or Micro Enterprise (SME)?	(Yes / No)

Note: See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Question no.	Question	Response
1.2(a)	Contact name	
1.2(b)	Name of organisation	
1.2(c)	Role in organisation	
1.2(d)	Phone number	
1.2(e)	E-mail address	
1.2(f)	Postal address	
1.2(g)	Signature (electronic is acceptable)	
1.2(h)	Date	

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

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)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p> <p>Identity of who has been convicted.</p> <p>If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents.</p>	
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

2.2(a)	The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , 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 _____