

Review of multi-sector impacts of water scarcity

Request for Quotation

Date: July 2024

Version: 1.1

We are the Environment Agency. We protect and improve the environment.

We help people and wildlife adapt to climate change and reduce its impacts, including flooding, drought, sea level rise and coastal erosion.

We improve the quality of our water, land and air by tackling pollution. We work with businesses to help them comply with environmental regulations. A healthy and diverse environment enhances people's lives and contributes to economic growth.

We can’t do this alone. We work as part of the Defra group (Department for Environment, Food & Rural Affairs), with the rest of government, local councils, businesses, civil society groups and local communities to create a better place for people and wildlife.

Published by:

Environment Agency  
Horizon House, Deanery Road,  
Bristol BS1 5AH

[www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)

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Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

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# Request for Quotation

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 addresses by:

Email: WRNationalFramework [WRNationalFramework@environment-agency.gov.uk](mailto:WRNationalFramework@environment-agency.gov.uk)

Date: 2 August 2024

Time: 17:00

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

Izzy Ashcroft [isabelle.ashcroft@environment-agency.gov.uk](mailto:isabelle.ashcroft@environment-agency.gov.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 | 08 July 2024 |
| Deadline for clarifications questions | 26 July 2024 |
| Deadline for receipt of Quotation | 02 August 2024 |
| Intended date of Contract Award | 19 August 2024 |
| Intended Contract Start Date | 19 August 2024 |
| Contract Duration | 19 August 2024 to 06 December 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):

|  |  |
| --- | --- |
|  |  |
| “Authority” | means Environment Agency who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

### Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

### Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

### Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

### Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

### Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

### Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

### Conditions of Contract

The Authority’s Standard Good and Services Terms & Conditions (used for purchases under £50k) can be located on the [Environment Agency Website](https://www.gov.uk/government/organisations/environment-agency/about/procurement#conditions-of-contract) 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 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 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 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 [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 the Requirement

The Environment Agency’s National Framework for Water Resources explores England’s long-term water needs, setting out the scale of action needed to ensure resilient supplies and an improved water environment. By 2050, if no action is taken, 5 billion extra litres of water per day will be needed for public water supply alone to address future pressures.

To prepare for such changes in water availability in the future, water companies are looking at ways to improve public water supplies (PWS) and reduce demand. The National Framework has also moved us towards strategic regional planning, where five regional groups made up of water companies and other sector water users form regional plans to build water resources resilience.

Non-PWS abstractors face the same pressures as water companies to meet future demands, whether from population growth, new developments, or our changing climate. We need to ensure water is available for new housing developments, food security, the technology sector, low carbon power generation and industry to secure economic growth, mitigate water scarcity and drought. We must also ensure that water is used sustainably so that the environment is protected.

The National Framework has a renewed focus on improving multi-sector planning for future water needs. So far, aside from PWS, the focus has been on the agriculture and energy sectors due to a natural progression of previous water resources planning and work. Now we need to take stock of other water using sectors to review their vulnerability to water scarcity and improve their level of resilience.

This project aims to independently engage key water using sectors and assess the impact of water scarcity on each of those sectors. This will:

* effectively support the aim of the National Framework for Water Resources;
* aid multi-sector planning and local engagement of non-PWS sectors;
* help ensure non-PWS sectors are appropriately targeted and engaged with the water resources planning process;
* provide a picture of the challenges different sectors face in a changing water environment.

### Specific Objectives

* Assess the current level of resilience of key water using sectors and how water scarcity would impact on each identified sector both now and in the future. Dependent on the nature of the sector, areas to consider include:
  + Impacts of supply interventions or restrictions
  + Impacts on production and output
  + Disruption of supply chains and transportation routes
  + Conflict with other water users
  + Reputational risks
  + Costs to business/sector
* Scope work required to cost the wider social, economic and environmental impacts of water scarcity in each sector.
* Recommend routes to improving water resources resilience in each sector.
* Provide recommendations on:
  + How sectors can demonstrate their efficient use of water and improve demand management as a way of improving resilience
  + How sectors can implement robust drought plans
  + How sectors can manage its water supply assets appropriately
  + Access to a professionalised and skilled workforce to consider the technical aspects of water resources management
  + Establishing robust management systems to ensure compliance with water resources licences (and other environmental permits)

### Deliverables

The following deliverables shall be included in the scope, there is further detail available in the following sections and attachments.

* Weekly progress updates to the Environment Agency, via email summarising work completed to date and plan for coming week to be submitted by close of business on Thursdays.
* Fortnightly progress updates via Microsoft Teams meeting.
* Report including:
  + A summary of data used,
  + A description of multi-sector water use
  + An assessment of the current level of resilience of agreed key water using sectors;
  + An assessment of how water scarcity would impact on each identified sector both now and in the future;
  + Recommendations on:
    - How sectors can demonstrate their efficient use of water and improve demand management as a way of improving resilience
    - How sectors can implement robust drought plans
    - How sectors can manage its water supply assets appropriately
    - Access to a professionalised and skilled workforce to consider the technical aspects of water resources management
    - Establishing robust management systems to ensure compliance with water resources licences (and other environmental permits)
* Scope work required to cost the wider social, economic and environmental impacts of water scarcity in each sector.

### Project timeline and Activities

The project is expected to take up to 4 months, the following workflow is anticipated, but variations can be proposed by supplier.

|  |
| --- |
|  |
| 1. Kick-off meeting with EA project team |
| 1. Desk top data collection |
| 1. Engagement with multi-sector contacts |
| 1. Issue final report which considers and incorporates comments from all. |

### Project management

Supplier shall virtually meet with the Environment Agency project manager every other week for a short meeting to review the progress report from the previous period, with email progress report submitted weekly.

## 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. The Supplier will be expected to invoice monthly, as per [standard terms and conditions](https://www.gov.uk/government/publications/environment-agency-terms-and-conditions-for-goods-and-services/standard-goods-and-services-terms-and-conditions-10000-to-50000#charges-and-payment) (section 5) payment terms are within 30 days after invoice is validated.

It is anticipated that this contract will be awarded for a period of 4 months to end no later than 06/12/2024. 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:

* Commercial – 60%
* Technical – 40%

The following technical criteria are weighted in accordance with the importance and relevance attached to each one.

* Understanding of the project – 20%
* Approach and Methodology - 20%
* Project Management - 20%
* Team, Experience and Technical skill of those involved in the contract – 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 questions to be responded to:

|  |  |
| --- | --- |
| Question | Detailed Evaluation Criteria |
| **E01 Understanding of the project**  **Weighting (% of technical score) – 20%**  **Minimum Score Threshold - 50**  **Maximum Response Length - 1 side of A4, font size 11** | Please outline your understanding of the requirements based on the specification provided.  This section should demonstrate:   * A thorough understanding of the need and importance for this project. * An awareness of the key challenges involved in delivering this project and how you will address these challenges. * A clear overview of how your recommended approach and method will address the objectives of the project.   Original thoughts will score higher than copying sections from the RFQ. |
| **E02 Approach & Methodology**  **Weighting (% of technical score) – 20%**  **Minimum Score Threshold - 50**  **Maximum Response Length - 4 sides of A4, font size 11 - + data protection policy** | Outline the **approaches and methodologies** you will use to deliver this contract to meet or exceed the Authority’s requirements as outlined in the specification.  This section should:   * Outline the methodology that you will use, highlighting key areas where research and technical investigation may be required. * Outline how you will work with key stakeholders throughout the project   Where possible illustrate your answer with prior project examples.   * Highlight any data protection/data ethics issues that may arise during the delivery of this contract and how you will address them and attach a copy of your data protection policy (work proposed must comply with the Data Protection Act 2018 (GDPR)). |
| **E03 Project Management**  **Weighting (% of technical score) – 20%**  **Minimum Score Threshold - 50**  **Maximum Response Length - 1 sides A4, font size 11 + Gantt Chart** | Please provide details in this section of how the project will be managed and how the project will be quality assured. Your response should cover:  Project Management   * Details of the proposed approach to and implementation of project management of the contract, to ensure it is delivered on time and to budget, especially where sub-contracting is involved. * Confirm you have sufficient resource available to deliver the project on time and outline your contingency plans for unexpected absence or changes to key personnel to ensure minimal impact on the project’s delivery or budget. * Describe the level of input and guidance, if any, that you will require from EA. * A Gantt chart presenting milestones, deliverables, timelines, and inter-dependencies between work streams, particularly sequencing of work. * Confirmation of any subcontractors that will be required in order to deliver the programme of works.   Quality Assurance   * Description of the Quality Assurance procedures in place to ensure the final outputs are robust. |
| **E04** **Team, Experience and Technical skill of those involved in the contract**  **Weighting (% of technical score) – 40%**  **Minimum Score Threshold - 50**  **Maximum Response Length - 1 side of A4, font size 11 + CVs of key team members** | This section should demonstrate your organisation’s capability in delivering projects that are relevant or comparable to this specification.  To enable this assessment to be made, this section should:   * Provide an overview of team members selected to deliver projects, including experience in * Demonstrate previous water resources or comparable work that has been undertaken on projects of a similar size and scale, providing examples of relevant projects. * Demonstrate how you have engaged with multi-sector clients or the sector on previous projects * Provide CVs of team members who will be involved in undertaking the work. Either the CV or project organisation chart shall identify roles and responsibilities. * Provide evidence of the skills/capabilities that are critical to delivery of the project such as undertaking stakeholder engagement, water resource definition including yield assessment and costing. |

Commercial

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 objective used in the delivery of this requirement.

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:

* completed Mandatory Requirements (Annex 1)
* completed Commercial Response template (Annex 2)
* completed Acceptance of Terms and Conditions (Annex 3)
* Supporting information to your proposal, this could include a covering letter, references, CVs and case studies from previous work
* Statement on any potential conflicts of interest, see section 1.16.

## 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 an award letter, 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

|  |  |  |
| --- | --- | --- |
| 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 Commercial Response

Please complete Table 1, below, to show a breakdown of your cost per product or unit of time (i.e. ‘rates’) and the number of products or days / hours for each task, and total cost for each task required to deliver this requirement. You may insert additional task lines if required.

Please state the total overall cost for this requirement. Prices should exclude VAT.

|  |  |  |  |
| --- | --- | --- | --- |
| Descriptions of Tasks and / or Products | Cost per Day (i.e. rate) | No of Days | Total Cost per Task |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Total Costs | | | £ |
| Expenses or other costs (please detail type, e.g. travel, for site visits) | | | £ |
| *(include site visits, plus meetings as per your stakeholder engagement proposal)* | | |  |
| Discounts applied (please detail) | | | £ |
| Total Overall Cost | | | £ |

# Annex 3 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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