**Hen Harrier brood management - social science evaluation**

**16/08/2023**

**Request for Quotation**

**Hen Harrier brood management – social science evaluation**

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 the date specified:

Email: neccu@naturalengland.org.uk

Date: **15/09/2023**

Time: **12:00 noon**

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**

**The hen harrier mailbox (****hen.harrier@naturalengland.org.uk****)** is the contact point 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 | xx-08-2023 at 12:00 BST / GMT |
| Deadline for clarifications questions | 01-09-2023 at 12:00 BST / GMT |
| Deadline for receipt of Quotation | 15-09-2023 at 12:00 BST / GMT |
| Intended date of Contract Award | 25-09-2023 |
| Intended Contract Start Date | 25-09-2023 |
| Intended Delivery Date / Contract Duration  | 30-03-2024 [06 months] |

**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 Condensed Terms and Conditions** (available at Procurement at Natural England - Natural England - GOV.UK ([www.gov.uk](http://www.gov.uk)) 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, **inclusive of VAT if applicable**.

**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 Authorities: £12,000
* Sub Central Contracting Authorities 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](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**

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 thrive for future generations to enjoy.

Natural England was formally established on 01 October 2006 following the successful passage of the Natural Environment and Rural Communities (NERC) Act 2006 through Parliament. We are an independent statutory Non-Departmental Public Body.

**Project background:**

***The context of the brood management trial***

Natural England is involved in several initiatives under Defra’s [Hen Harrier Action Plan (2016)](https://www.gov.uk/government/publications/increasing-hen-harrier-populations-in-england-action-plan), one of which is the brood management trial. Brood management involves taking the eggs or chicks of some hen harriers nesting on grouse moors into captivity, rearing them to fledging age, and releasing them back into the wild in the uplands of northern England. This reduces the density of active hen harrier nests on grouse moors and is thought to reduce predation pressure on red grouse during the breeding season. In theory, this should lead to changes in some of the negative perceptions and behaviours within moorland communities and reduce illegal persecution of hen harriers. Illegal persecution is the main threat to the recovery of this iconic and at-risk species in England, and Natural England is committed to working with partners to tackle this – see previous [blogs](https://naturalengland.blog.gov.uk/2022/08/26/more-than-100-hen-harriers-fledge-in-england-for-the-first-time-in-over-100-years/) for further details.

The brood management trial was designed to test the theoretical assumptions behind the technique. The availability of brood management should change attitudes of grouse moor managers and game keepers by reducing the perceived threat of nesting hen harriers to grouse shooting interests. This should result in lower levels of persecution, leading to increasing survival rates of hen harriers (measured by satellite tracking) and finally to increasing numbers of hen harrier nests. The trial aims to measure reported changes in these things, compared to before the introduction of brood management. The trial was also intended to practically test the methods, and impact on the birds, of taking, captive-rearing and releasing hen harrier chicks, as this had not been done before in the UK.

The trial is a partnership project, with activities led on the ground by the Moorland Association working with its members, and the International Centre for Birds of Prey leading the avicultural aspects. Natural England leads the monitoring and evaluation activities and chairs the project board. The Game and Wildlife Conservation Trust and the Hawk and Owl Trust also sit on the group. All wild birds, their nests and eggs are [protected by law](https://www.gov.uk/guidance/wild-birds-protection-surveys-and-licences). As such, a licence from Natural England is required in order for the trial to operate lawfully. As Natural England is involved in delivering the trial, a strict separation of roles within the organisation is maintained at all times between staff involved in the trial and staff involved in the licence application assessment process.

The trial was initially envisaged as running for 5–10 years, and the first licence for brood management was issued in 2018. However, in that year there were no nests eligible for brood management, and no activity took place. By the end of 2022, while only four years of brood management activity had been carried out (in 2019, 2020, 2021 and 2022), the trial had reached the end of the initial five-year period, and the results to date were therefore reviewed by the NE Science Advisory Committee to inform a decision on the future role of brood management.

***Initial results***

The first 5 years of the project have resulted in evidence of apparent changes in survival rates of brood managed hen harriers and increases in numbers of nests recorded on a number of grouse moors.

Upon reviewing the evidence, the NE Science Advisory Committee has supported the view that an extension to the trial would be worthwhile, with the aim of investigating the mechanisms via which the availability of brood management may have influenced the population size of hen harriers. Two workstreams will run during 2023 and 2024: population modelling of birds to further assess any changing survival rates, and wider scale social science focusing on behaviours and attitudes of people involved in the running and use of grouse moors. This has been endorsed by the Natural England board.

**Contract requirements**

This contract is for the social science aspect of that agreed investigation, focusing on *how* the availability of brood management could have affected the increase in hen harrier populations, for example if the attitudes and/or behaviours towards nests, adult birds, or tagged birds had changed, or if something else had driven the observations.

This work will also investigate the role of a range of factors including brood management, law enforcement, tagging and monitoring, and the availability of other management techniques including diversionary feeding.

The work should also be able to capture any differences between attitudes towards brood managed hen harriers specifically, attitudes towards hen harriers that are not part of the brood management trial, and attitudes towards nests, non-breeding birds, breeding birds and wintering birds, and the factors affecting these.

It is envisaged, that the focus will be a survey of grouse moor owners and game keepers, to help unpick any changes in attitudes and behaviours due to the brood management trial, using questionnaire survey methods. Natural England personnel will be able to assist with development of the questionnaire and provide guidance about key topics to include.

Working closely with NE personnel, key activities are listed below and expanded on in the following section, ‘Outputs’:

* Development of and pilot of survey.
* Identification of final sample frame and sampling methods.
* Dissemination of final survey and analysis of results, ideally including both quantitative and qualitative aspects.
* A final peer reviewed report for NE, detailing methods, results, conclusions, strengths and limitations of the data and processes followed.

**Outputs**

The project will be expected to generate the following key outputs.

|  |  |
| --- | --- |
| **Deliverable reference**  | **Deliverable detail**  |
| Draft survey and sampling framework | After initial discussions with and briefings from NE staff, development of draft survey and agreement on a sampling frame. |
| Final questionnaire survey | Final questionnaire agreed after a small scale pilot, discussion and feedback from NE staff.  |
| Initial analysis presentation  | Attend a meeting with NE staff where initial results are presented and discussed, with a view to prioritising the final analysis needed  |
| Draft report  | A draft report ready for comment by NE personnel, and peer review by 1 academic. |
| Final report  | Final report using NECR (NE commissioned report) template (template to be provided by NE staff). Report should incorporate NE staff feedback and peer review. |

These requirements will necessitate engagement with the project team as well as review of key documents/sources of information and this should be built into submission and costs to enable adequate time for this. Key NE staff are available to work with the successful bidder at each stage.

Once let, the following are the key project milestones (MS):

| **Reference**  | **Deliverable**  | **Responsible Party**  | **Date of completion (w/c)** |
| --- | --- | --- | --- |
| MS1 | Contract and project inception meeting (discussion of design) | NE staff/Contractor  | 2nd October 2023 |
| MS2  | Draft survey complete; pilot started | Contractor | 6th November  |
| MS3 | Sampling frame agreed with NE. Dissemination of final survey started | Contractor with NE | 4th December |
| MS4 |  Initial survey analysis complete and indicative results presented to NE at a review workshop. | Contractor | 5th Feb*
 |
| MS5 | Produce draft report for NE comment and review. | Contractor | 26th February 2024 |
| MS6  | Final report received by NE incorporating peer review and NE feedback. | Contractor | 25th March 2024 |

This is the envisaged contract timetable although contractors may need to provide additional timetable detail or adapt this in line with their proposed methodology. Bidders should highlight any proposed deviation from this timeline within their bid. Any delays to this timetable during the contract should be immediately discussed with the Project Officer.

**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 can be submitted at intervals throughout the project on completion of the following project milestones:

**Payment schedule**

| **Milestone/deliverable number**  | **Activity/deliverable required for payment**  | **Payment percentage** |
| --- | --- | --- |
| MS1 | Initial inception meeting complete | 20% |
| MS3 | Sampling frame agreed with NE. Dissemination of final survey started | 30% |
| MS4 | Initial survey analysis complete and indicative results presented to NE at a review workshop. | 30% |
| MS6 | Final report incorporating peer review and NE feedback. | 20% |
| **Total** |  | **100%** |

It is anticipated that this contract will be awarded for a period of 6 months to end no later than 30/03/2024**.** 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:

Technical – **70**% Commercial – **30%**

**Evaluation criteria**

Evaluation weightings are **70**% technical and **30**% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Methodology/approach | **1 Question**Q1 Provide details of your proposed approach to:a) survey design to investigate the mechanisms and attitudes involved, examples of which were given above. b) survey analysis, and c) stakeholder engagement and sampling framework, based on the outcomes the project is seeking to achieve providing clear rationale (60% of technical score available) |
| Key personnel | **1 Question**Q2 Provide details of the proposed project team and team structure that you intend to use to deliver this project, highlighting relevant experience and knowledge regarding methods/approaches and the subject area. (40% of technical score available) |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model | **1 Question** Include detailed breakdown of costs to deliver the project in the Commercial Response Form.(100% of commercial score available). Should include staff costs by staff time.  |

**Technical (70%)**

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.

**Please ensure that your application combines responses to the following questions into one document.** Within the document your response to each question should be clearly separated and labelled. Each question will be evaluated in isolation and scored against the criteria outlined above. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
|  **Methodology**  | Detailed Evaluation Criteria |
| Q1.1 Provide details of your proposed approach to survey design and analysis to achieve project outcomes, and stakeholder engagement/ sampling framework.  | Provide details of your proposed approach to:a) survey design to investigate the mechanisms and attitudes involved, examples of which were given above. b) survey analysis, and c) stakeholder engagement and sampling framework, based on the outcomes the project is seeking to achieve providing clear rationaleSet out in detail each element of the methodology and how this will be carried out. This should include the approach, design and analytical strategy proposed to meet the requirements of this project. Your response should: ● Demonstrate a clear understanding of the nature of the requirements defined in the specification. ● Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements within the funding time frame. ● Provide a clear rationale and justification for the chosen approach. ● Outline any support required from the authority (Natural England). Evaluation criteria: Your response will be evaluated based on: ● The inclusion of information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. ● The extent to which the project is practical, achievable and cost-effective. |

|  |  |
| --- | --- |
| **Key personnel** | Detailed Evaluation Criteria |
| Q2. Provide details of the proposed project team and team structure that you intend to use to deliver this project.**Responses should not exceed two sides of A4 (excluding CV's), and use Arial font, size 11.** | Provide details of the proposed project team and team structure that you intend to use to deliver this project. The response must demonstrate that the staff members (including any sub-contractors if appropriate) who will be assigned to delivery of this specific project have sufficient technical expertise required to deliver the project objectives including both generic skills and specific skills. The information provided should include: ● A short CV for each member of the proposed Project team, information on the amount of time input (days/hours) to this specific project, their roles, responsibilities, levels of seniority, the value added that they will bring to the project, their lines of reporting and their availability to do the work. We suggest this information should be provided in a table. The time input should match the staff days included in the cost proposal. ● The name(s) of the individual(s) who will have overall management responsibility for the project and will report to Natural England’s project officer and the person who will be responsible for ensuring that the Project is completed satisfactorily. Please highlight this information in bold. Your response will be evaluated based on:   ● The level and relevance of expertise and skills, provided by the Project team and sub-contractors and the value added delivered by this. This will consider expertise and skills in: facilitation, interdisciplinary working, co-creation.● The suitability and adequacy of the staff, the quantity of their inputs and their availability to do the work. |

**Commercial (30%)**

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 [30%] (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x [70%] (Maximum available marks)

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

**Information to be returned**

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

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

**Award**

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

**Annex 1 Mandatory Requirements**

**Part 1 Potential Supplier Information**

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

**Part 1.1 Potential Supplier Information:**

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

**Part 2.2 Grounds for discretionary exclusion**

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

**Annex 2 Acceptance of Terms and Conditions**

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

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

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

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

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

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