



# Request for Quotation

## Living Fens: Moving Fen Communities

Date: September 2023

Project code: SRP019

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### Project code SRP019

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: [timbaker@naturalengland.org.uk](mailto:timbaker@naturalengland.org.uk)

Date: 29.09.23

Time: 12:00

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

### Contact Details and Timetable

Tim Baker, Species Specialist, 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	15.09.23 at 2pm
Deadline for clarifications questions	22.09.23 at 12:00
Deadline for receipt of Quotation	29.09.23 at 12:00
Intended date of Contract Award	06.10.23
Intended Contract Start Date	06.10.23
Intended Delivery Date / Contract Duration	22 <sup>nd</sup> March 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 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 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, inclusive 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 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:

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.

Natural England was formally established on 1<sup>st</sup> 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. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England's rich natural environment can adapt and survive intact for future generations to enjoy.

Natural England's priorities for 2020 to 2025 support our mission and the ambitions of the government's 25 Year Environment Plan. We aim for:

- A well-managed Nature Recovery Network across land, water and sea, which creates and protects resilient ecosystems rich in wildlife and natural beauty, enjoyed by people and widely benefiting society people connected to the natural environment for their own and society's wellbeing, enjoyment and prosperity
- Nature-based solutions contributing fully to tackling the climate change challenge and wider environmental hazards and threats
- Improvements in the natural capital that drives sustainable economic growth, healthy food systems and prospering communities
- Evidence and expertise being used by a broad range of partnerships, organisations and communities to achieve Nature recovery and enable effective regulation and accreditation
- Being a values-led organisation that delivers excellent service standards to all partners, organisations and communities engaged in achieving Nature's recovery

#### Introduction:

Fens are wetlands that occur on peat and mineral soils, and which receive water from various sources (groundwater, surface run-off and river flooding, as well as rainfall), unlike bogs, which receive water at their surface only from precipitation. Fens are complex and dynamic systems.

Lowland fens in particular are considered to be highly sensitive to climate change due to the habitats reliance upon key hydrological parameters including the quality and quantity of its water supply. Climate induced changes to precipitation and temperature, coupled with predicted sea level rise and saline intrusion pose a severe threat to lowland fen.

Fen habitats in Norfolk Broadlands are at particular risk from sea level changes due to their geographic location. Sea level rise in this area will result in saline intrusion, increased frequency of inundation and ultimately a shift from lowland fen to salt marsh habitat.

Current coastal management plans are deemed inadequate to meet the challenge of sea-level rise.

The Norfolk Broadland area supports S24 *Phragmites australis*- *Peucedanum palustre* Broadland Fen, a community comprising nationally rare plant species which support an array of S41 invertebrates including Little whirlpool ramshorn snail *Anisus vorticulus* and the Large mouthed valve snail *Valvata macrostoma*. The habitat is an important food source for the Swallowtail butterfly *Papilio machaon britannicus*, who's food source, the Milk Parsley, is abundant and exclusive within the fen communities.

Conservationists are considering options for fen restoration and preservation; one of which comprises the translocation and recreation of fen habitats in climate resilient landscapes. The failure to consider climate has led to the poor success of translocation. Climate envelope modelling is a technique which could be used to identify suitable locations across the UK which could support habitats such as the Broadland fens; enabling us to understand where species could thrive under future climate predictions.

#### Project description:

We request the Contractor to undertake a feasibility study and trial of a whole community translocation of Broadland fen habitat type S24. The study should be undertaken by a fen ecologist with the aim to establish which fen communities require assisted dispersal, how this can practically be achieved and where suitable donor and receptor sites may be, with the following target species in mind:

- Species of S24 Fen including;
  - o S41 spp of Broadland fen:
    - Black fungus knat *Asindulum nigrum*
    - Broads long legged fly *Dolichopus laticola*
    - Bure long legged fly *Dolichopus nigripes*
    - Ramshorn snail *Anisus vorticulus*
    - Slimstem reedgrass *Calamagrostis stricta*
    - Fenn's Wainscot moth *Chortodes brevilinea*
    - Water-dock Case Bearer moth *Coleophora hydrolapathella*
    - Crested wood fern *Dryopteris cristata*
    - Fen orchid *Liparis loeselii*
    - Fen mason-wasp *Odynerus simillimus*
    - Large mouthed valve snail *Valvata macrostoma*
    - Tubular water-dropwort *Oenanthe fistulosa*
    - Great water-parsnip *Sium latifolium*
    - Marsh stitchwort *Stellaria palustris*
  - o Swallowtail Butterfly *Papilio machaon brittanicus* (Vulnerable GB Red List)

#### *Feasibility*

The study would utilise the theory of species climate envelopes to assess suitable donor and receptor sites with appropriate climatic and environmental parameters. At present, only one of the species (Marsh Stitchwort *Stellaria palustris*) in S24 has had climate envelope modelling analysis.

The feasibility study will establish the methodology and permissions required for the translocation including logistics such as transport and practical environmental conditions

for moving green hay. The feasibility study will also capture the results of a suite of baseline surveys (botanical & invertebrates) from late summer of the identified donor and receptor sites.

### *Trial*

It is anticipated that the feasibility study in year 1 will result in surveys in the following spring and a trial during the summer of Year 2 including the harvesting and translocation of green hay from the donor site to the receptor site later in the year. A second cutting in the summer of Year 3 followed by an update survey will conclude the field work. An evaluation report will summarise findings and evaluate success. The trial should be overseen by the Contractor who will also undertake stakeholder and landowner engagement. It is anticipated that early signs of fen community establishment could be captured by Year 3, whilst full evaluation could occur by Year 5-6.

After 5 years of establishment, it is plausible that species specific translocation opportunities to the new fen receptor sites could be trialled, to include Swallowtail butterfly and other communities of invertebrates.

Timing:

	A	M	J	J	A	S	O	N	D	J	F	M
Y1								F	F	F	F	
Y2	S	S	S	S/H/T	S/H/T	E	E	E	E			
Y3				S/H/T	S/H/T							
Y4					S/E							
Y5					S/E/P							

F= Feasibility S=Survey H=Harvest

T= Translocation E=Evaluation

P= Potential for future invertebrate translocation to be identified in evaluation

Project outputs and outcomes:

- 1) Feasibility study – identification of potential donor and receptor sites and their suitability, program of works for trial including logistics and timetable, risk analysis, scoping of land management requirements and stakeholder engagement with landowners / partners.
- 2) Baseline data of donor site including environmental metadata
- 3) New species climate envelope models for S24 species
- 4) Trial plan
- 5) Evaluation data of receptor site (a gauge of success with data for diversity, % of species established, presence of rare species, potential suitability assessment for invertebrates, hydrological data)
- 6) Newly established early S24 Fen habitat
- 7) Knowledge gained in novel conservation technique; an understanding of whether this method is successful for whole fen community translocation

The final output should comprise a written report in the Natural England Commissioned Report Template, supplied by Natural England.

The contractor must employ safe working practices. A risk assessment should be forward to the Natural England Project Officer 1 week prior to starting field work.

Estimated budget:

Year 1: £15,000-21,900 inc VAT

Year 2: dependent upon funding confirmation expected early 2024

### Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 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.

Sustainability covers environmental, economic and social value 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 sustainability objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

The Supplier/Contractor will provide evidence of addressing its sustainability impacts and compliance with the contract requirements when the Authority reasonably requests.

### **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 may be submitted following completion of deliverable(s) as necessary, with a view that all deliverables and payments are completed by 31<sup>st</sup> March 2024.

It is anticipated that this contract will be awarded as soon as reasonably possible following acceptance of quote, and will run until 31<sup>st</sup> March 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:

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

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Technical	60%	Service / Product Proposal	Methodology	2 Questions  70% of technical score available
			Key personnel	1 Question  20% of technical score available
			Health and Safety	1 Question  10% of technical score available
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	1 Question  100% of commercial score available

### Technical (60%)

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.

Description	Score	Definition
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
<p>Q1. Provide details of the technical methodology proposed to deliver the requirements of this project.</p> <p>This should be presented in bullet points under the numbered headings and should not exceed 2 pages of A4, Arial font size 11</p>	<p>Your response should:</p> <ol style="list-style-type: none"> <li>1) Demonstrate a clear understanding of the nature of the requirements.</li> <li>2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.</li> <li>3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.</li> </ol>
<p>Q2 Provide an indicative programme for the project</p>	<p>Your response should:</p> <ol style="list-style-type: none"> <li>1) Demonstrate a clear and appropriate timeline to meet the project requirements within the contract period.</li> <li>2) Timescales should be realistic. Any uncertainty in the programme should be highlighted.</li> </ol>
Key personnel	Detailed Evaluation Criteria
<p>Q3. Who will deliver the work and what experience or expertise do they have in this field? Please give examples of previous work with similar scope.</p> <p>Responses should not exceed 0.5 side of A4, and use Arial font, size 11.</p>	<p>Tell us who will deliver your project:</p> <ul style="list-style-type: none"> <li>-Explain who will be undertaking the work, their role, and their availability over the course of the project; please detail if the individuals are within or subcontracted to your organisation.</li> <li>-Demonstrate what skills, expertise and experience they have in order to deliver the outputs and outcomes.</li> <li>-Please detail contingency resource in the event of unforeseen capacity issues.</li> </ul>

Health and Safety	Detailed Evaluation Criteria
Q4 Provide a risk assessment for the indicative project programme	<p>Your response should:</p> <ol style="list-style-type: none"> <li>1) Demonstrate that health and safety risks specific to this contracts requirements have been adequately considered and assessed across all areas of the project.</li> <li>2) State specific actions to minimise the probability or severity of health and safety risks.</li> <li>3) Give confidence that you can deliver the contract requirements in a safe and professional manner.</li> </ol>

## Commercial (40%)

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 40% (Maximum available marks)

#### Technical

Score = (Bidder's Total Technical Score / Highest Technical Score) x 60% (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 via a Purchase Order.

# Annex 1 Mandatory Requirements

## Part 1 Potential Supplier Information

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

### Part 1.1 Potential Supplier Information:

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](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.	

Question no.	Question	Response
	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>	

Question no.	Question	Response
	<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

Question no.	Question	Response
2.2(a)	<p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>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</p>	
2.2(b)	Breach of environmental obligations?	<p>(Yes / No)</p> <p>If yes please provide details at 2.2 (f)</p>
2.2(c)	Breach of social obligations?	<p>(Yes / No)</p> <p>If yes please provide details at 2.2 (f)</p>
2.2(d)	Breach of labour law obligations?	<p>(Yes / No)</p> <p>If yes please provide details at 2.2 (f)</p>
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?	<p>(Yes / No)</p> <p>If yes please provide details at 2.2 (f)</p>
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 \_\_\_\_\_