

www.gov.uk/naturalengland

Request for Quotation

"Overground -Underground - and everything in-between" Geodiversity Animation

September 2023

Request for Quotation

"Overground- Underground" - Geodiversity Animation

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: Barbara.Silva@naturalengland.org.uk

Date: 29/9/23

Time: 5pm

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

Barbara Silva 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 | 12/9/2023 |
| Deadline for clarifications questions | 22/9/2023 |
| Deadline for receipt of Quotation | 29/9/2023 |
| Intended date of Contract Award | 13/10/2023 |
| Intended Contract Start Date | 13/10/2023 |
| Intended Delivery Date / Contract Duration  | 29/3/2024 |

Section 1: General Information

Glossary

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

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

Conditions applying to the RFQ

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

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

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

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

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

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

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

Amendments

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

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

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

Conditions of Contract

The Authority’s standard [purchase order terms and conditions](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127809/purchase_order_terms_and_conditions.docx) 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](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.

Sustainability

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

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

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England is the government’s advisor for the natural environment in England, helping to protect England’s nature and landscapes for people to enjoy and for the services they provide. Nature Recovery is at the centre of the Government’s [Environmental Improvement Plan (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1133967/environmental-improvement-plan-2023.pdf) and this project aims to explore the potential of geodiversity as part of nature recovery.

We work with a wide range of partners, stakeholders and customers on a huge range of projects, from influencing construction, advising farmers and landowners how they can manage their land in a sustainable way for the benefit of the environment, gathering and analysing environmental data, and carrying out vital statutory duties. Across the country, we’re helping nature to support people and our planet.

Further information about Natural England can be found at: [Natural England](http://www.naturalengland.org.uk/)

Background to the specific work area relevant to this purchase

The Environment Act 2021 sets out the Government’s aim to put nature on the road to recovery for future generations. It has given us some of the tools needed to deliver for our environment, from cleaning up the country’s air, restoring natural habitats, increasing biodiversity, reducing waste, and making better use of our resources.

Protected Site Strategies will play an important part in this. These aim to bring together key stakeholders to address on and offsite pressures on protected sites (such as Sites of Special Scientific Interest) to help restore our most precious habitats, species and geodiversity.

<https://naturalengland.blog.gov.uk/2022/06/16/springing-into-action-with-protected-site-strategies-for-natures-recovery/>

Project Title: "Overground -Underground - and everything in-between" Geodiversity Animation

Geodiversity (both geology and geomorphological features and processes) and geoconservation are an integral part of ‘nature’, and of Natural England’s role and responsibilities.

Nature Recovery

Nature Recovery is at the centre of the Government’s [Environmental Improvement Plan (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1133967/environmental-improvement-plan-2023.pdf) whilst the 4 overarching aims of the [Nature Recovery Network - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/nature-recovery-network/nature-recovery-network) can be summarised as being to:-

* enhance sites designated for nature conservation and other wildlife-rich places
* improve the landscape’s resilience to climate change
* reinforce and protect the natural, geological and cultural diversity of our landscapes
* enable us to enjoy and connect with nature where we live, work and play

Geodiversity contributes to each of these differently, but this contribution is not yet fully valued or recognised and the opportunities that geodiversity offers for nature recovery have not been adequately explored. Alongside this, the opportunities to conserve and recover geodiversity as part of wider nature recovery activities have not been described.

This project aims to utilise the medium of animation to uncover novel ways to communicate the important role of geodiversity and to evaluate their effectiveness to provide future systematic approaches that will support Protected Sites Strategies(PSS) across England, and the further role out of PSS in 2025.

Animation Brief

The project will develop and use a novel engagement tool that will provide new opportunities to engage communities with geodiversity and the protected sites in their localities. It will also illustrate and support a deeper understanding of the roots of our communities and landscapes, why settlements established where they have and their local environment shaped the way it is. This deeper understanding will support increased valuing of our protected sites as exemplars of our landscapes. This project will trial a new way of communicating, and engaging, with communities and the success of this will be evaluated using qualitative and quantitative approaches.

Three regions will be focussed on for this project, and for each region, three study areas will be selected focussing on a particular aspect, for example one focus may be water and settlements looking at London and the River Thames, the River Derwent and the Peak District and Dudley and the Dudley Canal. These areas will also contain a protected site with a geological focus to contain an explicit link to protected sites.

Project Aims

The “Geo-Animations – underground, overground” Project is a robust and novel interdisciplinary R&D project which seeks to research the use of animation for communicating the connections between communities and the geodiversity underground as well as overground. The animations will further explore how landscapes may change in the future and gauge throughout the R&D process how animation may or may not be used as a tool for communication with communities.

Project Logistics:

It is anticipated that this project will start on October 14th 2023 and would need to be completed by 29th March 2024. NE staff can facilitate with contacts within the selected areas and its partners to help identify suitable sites. Regular project meetings with a small steering group should also be scheduled to support delivery and report on progress.

Project Outputs:

This project will create animations based upon a selection of geodiverse sites within and close to Protected Sites and these should be accessible to a wide range of audiences. The subsequent showing and sharing of this animation will be evaluated using existing and new evaluation techniques using both qualitative and quantitative evidence. A series of thematic findings will be drawn out of these and a report giving guidance and advice for future work in the use of animation will be created

The animations will provide insight into how animation can communicate the input geodiversity makes to our communities, industry and landscape, through greater understanding of engagement with publics, and the role animation may play as a communication tool.

Ideally the project will:

1. Offer a selection of animation styles and approaches to be considered
2. Using a public focus group style approach, select styles that appeal to different audiences.
3. Work with NE staff to select a series of sites that can be used to illustrate geodiversity within a variety of settings (Protected site focused)
4. Visit 2/3 sites to gain hands on knowledge with an NE Geodiversity specialist.
5. Create 3 short animations of approx 2 - 4 minutes in length that address needs and preferences of different audiences.
6. Create 3 short 30 sec animations for use on social media platforms
7. Show and share animations through a variety of settings (online, webinar, social media, community setting, cinema)
8. Evaluate effect of viewings on audience thoughts, beliefs and values using robust qualitative and quantitative evaluation techniques.
9. Re-work the most successful animation in each category, incorporating any learnings and feedback, to provide a final product for use and dissemination.
10. Provide a thematic based report, with findings from focus groups and audiences, and providing advice and guidance for future work in this area.

The report format will be discussed with the project officer

Key findings aimed for include:

* How animation supports greater Protected site and Geodiversity awareness
* Which media routes were the most effective in achieving greater awareness
* Which styles of animation were preferred and connected to by different audience groups.

Useful Accessibility Resources:

<https://design.homeoffice.gov.uk/accessibility/audio-and-video>

<https://design-system.service.gov.uk/styles/colour/>

<https://www.gov.uk/service-manual/helping-people-to-use-your-service/making-your-service-accessible-an-introduction#meeting-government-accessibility-requirements>

Tenderers should be aware that Natural England and Defra may subsequently publish reports and opportunities for this can be discussed towards the end of the project. A selection of 15 still images from animations to be supplied on selection of Project Officer.

All animations/videos to be supplied and exported in a web quality format 1920x1080/H264/.MP4/10mbps and a high quality format 1920x1080/Apple ProRes 442/.MOV. RAW or equivalent files for cinema screen viewing also to be supplied. All the data associated with these animations should be free from any copyright constraints or restrictions about use or publication.

• All files to be backed up for a minimum of 12 months & the client is to be contacted prior to any deletion.

Outputs and Contract Management

During the w/c 2nd October 2023, a start-up meeting will be held between the project officer and supplier. Fortnightly (or weekly if required) teleconferences can be booked in thereafter. Specific dates are detailed below, these can be negotiated if required:

|  |  |
| --- | --- |
| Date | Reason |
| 16th Oct 23 | Project Start up Meeting |
| w/c 16th & 23rd Oct 23 | 2/3 Site visits  |
| 6th Nov 23 | Milestone 1 - Phase 1 project meeting to present initial storyboards/styles |
| 20th Nov 23 | Milestone 2 - Presentation of completed storyboards and accompanying first draft narratives |
| 4th Dec 23 | Milestone 3 - First viewings of "rough cut" animations- unedited |
| 18th Dec 23 | Second stage animations with completed narratives presentation. Agree content of 30 sec animations |
| 8th Jan 24 | Storyboards of 30 second animations |
| 22nd Jan 24 | Viewing of 30 sec animations |
| 31st Jan 24 | Final viewing of edited and completed animations & 30 sec animations |
| 29 Feb 24 | Milestone 4 - Public screenings of animations and gathering of feedback and evidence |
| 4th March 24 | Evidence meeting |
| 11th March 24 | Presentation of findings and handover of final animations |
| 25th March 24 | Milestone 5 - Completed report on evaluations and project end |
| 29th March 24 | Wash up meeting if required |

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. Part payment will be made after Milestone 1 has been met with the balance payable on project completion and report submission.

It is anticipated that this contract will be awarded for a period of 23 weeks to end no later than 29/02/24]. 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

Your response evaluation will be broken down into 2 elements, technical (quality) and commercial (price). A weighting is applied to each element to indicate its level of importance. We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

* Technical – 60%
* Commercial – 40%

Evaluation 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% | Knowledge / Experience / Methodology | Experience (20%) | Animation experience.  |
| Knowledge (20%) | Understanding audience and how to connect to them (through animation). |
| Geodiversity (10%)  | An understanding of geodiversity and the ability to interpret it in novel and engaging ways. |
| Methodology(10%) | Outline and detail a proposed methodology to fulfil this contract |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 1 Question (40% 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.  |
| 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.

|  |  |
| --- | --- |
| Technical | Detailed Evaluation Criteria |
| Q1.1 Animation experience.  | Your response should:1) clearly demonstrate your experience of designing and producing animations using diverse styles. |
| Q1.2 Understanding audience and how to connect to them (through animation). | Your response should:1) clearly demonstrate evidence of successful previous work on similar projects using animation to connect with diverse audiences.2) explain how you selected the audiences and evaluated the impact of the animation.3) explain how you considered accessibility issues |
| Q1.3 An understanding of geodiversity and the ability to interpret it in novel and engaging ways. | Your response should:1) clearly demonstrate your experience and knowledge of geodiversity and geoconservation. |
| Q1.4 Provide details of the methodology and approaches proposed to deliver the requirements of this project | Your response should:1) Demonstrate a clear understanding of the project requirements2) Provide an outline proposal of how you will deliver the project, which is clear, practical, achievable, cost-effective and considers accessibility issues.3) A summary of what you believe to be the main risks and areas of uncertainty, their potential impact on the project and how significant they are, and how you would act to minimise and manage them. This should include contingency plans to cover the unexpected availability of staff. |

Commercial (40%)

The Contract is to be awarded as a fixed rate 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>

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_