



Request for Quotation

NNRH@R10: Paston Great Barn NNR: South Range Barn Roof Repairs Specification and Schedule of Works

18-10-2024

Request for Quotation

Paston Great Barn NNR: South Range Barn Roof Repairs Specification and Schedule of Works

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: steve.hall@naturalengland.org.uk

Date: 08-11-2024

Time: 16:00 GMT

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

Steve Hall 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.

Date of issue of RFQ	18-10-2024 at 16:00 BST
Deadline for clarifications questions	01-11-2024 at 16:00 GMT
Deadline for receipt of Quotation	08-11-2024 at 16:00 GMT
Intended date of Contract Award	18-11-2024
Intended Contract Start Date	02-12-2024
Intended Delivery Date / Contract Duration	31-01-2024

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 Authority's Standard Good and Services Terms & Conditions (used for purchases under £50k) can be located on the Natural England Website [Procurement at Natural England - Natural England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614441/Procurement-at-Natural-England-Natural-England-GOV.UK-2019-01-20.pdf) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these

purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

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

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

Central Contracting Authority's: £12,000

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

For the purpose of this RFQ the Authority is classified as a 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.

Information Security requirements

The Government Security Classification Policy (GSCP) sets out the administrative system used by HM Government (HMG) to protect information and data assets appropriately against prevalent threats through the use of 'classification tiers'. HMG uses three classification tiers; OFFICIAL, SECRET and TOP SECRET. Each tier provides a set of recommended baseline

behaviours and a set of protective controls, which are proportionate to the threat profile for that tier AND the potential impact of a compromise, accidental loss or incorrect disclosure of information held within that tier.

Tenderers and suppliers must ensure that appropriate protective security controls are in place to comply with the GSCP and manage the information shared and received as part of this tender exercise.

A full suite of guidance documents is available on GOV.UK, with specific guidance for tenderers and suppliers set out in [Guidance 1.6 - Contractors and Contracting Authorities.docx \(publishing.service.gov.uk\)](#).

Use of Artificial Intelligence

The Authority expects suppliers to declare where they have used AI software in the creation of Tender responses or intend to use AI software in the performance of the contract. How any AI software was, or will be, used should be to be declared within the technical submission part of the tender. We may require you to answer specific question/s on this topic, particularly where the Authority expects that usage is highly likely or clearly relates to the contract requirements.

Suppliers must follow any guidelines or regulations related to AI use and declarations as indicated in the [PPN 2/24 Improving Transparency of AI use in Procurement](#).

Any information, instructions, or data provided by the Authority to suppliers as part of this tender, the requirements, or contract should not be directly inserted into Generative AI software (such as Gemini, ChatGPT, or CoPilot) without prior permission, unless this information is clearly published in the public domain.

Use of any Authority confidential tender information for training AI software is prohibited. It is advised that Defra's data or instructions, or anything marked as confidential should not be directly inserted into AIs. For example, putting Authority's instruction email into Gemini, ChatGPT, or CoPilot is not recommended.

If you intend to use AI to provide goods or services to the Authority, then you are required to complete a declaration which is simply answering the question stated within the 'Information to be returned'. The answer to this question will not be used in scoring your quote.

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

1) National Nature Reserve (NNR) Heritage at Risk Project

Many of Natural England's NNRs contain Scheduled Monuments of which a proportion have been assessed by Historic England as being At Risk or Vulnerable and placed on the Heritage at Risk register. Natural England have secured funding for an NNR Heritage at Risk Project to undertake the work of conservation of these scheduled monuments to enable them to be removed from the At-Risk register.

2) Paston Great Barn National Nature Reserve (NNR)

Paston Great Barn is a 16th century thatched barn with associated outbuildings and is one of the best preserved, and few remaining, thatched great barns left in England. It also supports the only known breeding colony of Barbastelle bats to be found in a building. The Great Barn itself is both a designated Scheduled Ancient Monument and a Grade II* listed building and has several adjoining outbuildings which form part of the curtilage of the Great Barn as a listed building.

Location: Bacton Road, Paston, Norfolk, NR28 9TZ.

NGR: TG 32193 34544.

W3W: slanting.resolved.dorm.

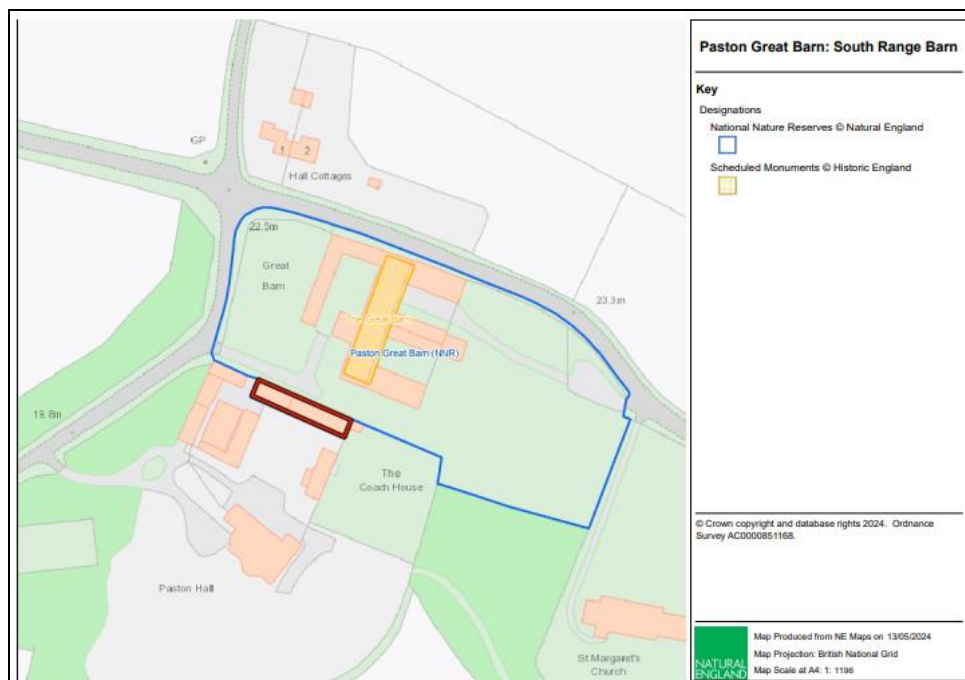


Figure 1: Paston Great Barn National Nature Reserve.

It is a double height 16th century brick structure constructed of solid brick and flint external walls with a thatched roof. There are several lower brick and flint barns connected to the great barn which generally have pan tiled roof coverings with walls of similar construction. There are also smaller barns with thatched roofs which are attached to the Great Barn.

Paston Great Barn supports an exceptional assemblage of bat species and represents one of the few known maternity roosts of Barbastelle bat *Barbastella barbastellus* in the UK (as well as the only confirmed barbastelle maternity roost in a building in the UK). In total, 7 species are known to have used the buildings: Barbastelle, Brown Long-eared, Common Pipistrelle, Soprano Pipistrelle, Nathusius' Pipistrelle and Natterer's. In addition, a further two species have been recorded from around the buildings: Noctule and Daubenton's. As a result, Paston Great Barn is designated as a Site of Special Scientific Interest (SSSI), National Nature Reserve (NNR) and a Special Area of Conservation (SAC). The barn itself is closed to the public to minimise disturbance to the bats, but other access is provided.

The year-round high sensitivity for bats makes managing the conservation of the building fabric very challenging, and although undertaking works in winter reduces the disturbance to bats it does not eliminate it, particularly as the bats are often located within the features requiring repair, such as the crevices within door lintels and headings. Additionally, the winter is not necessarily the best time to undertake some repairs, particularly those involving the use of lime mortar.

3) Scope

The South Range Barn is an open fronted barn located separately from the Great Barn. A condition survey of Paston Great Barn and outbuildings undertaken by *Nicholas Warns Architects* for Natural England has identified structural faults relating to the roof of this building.

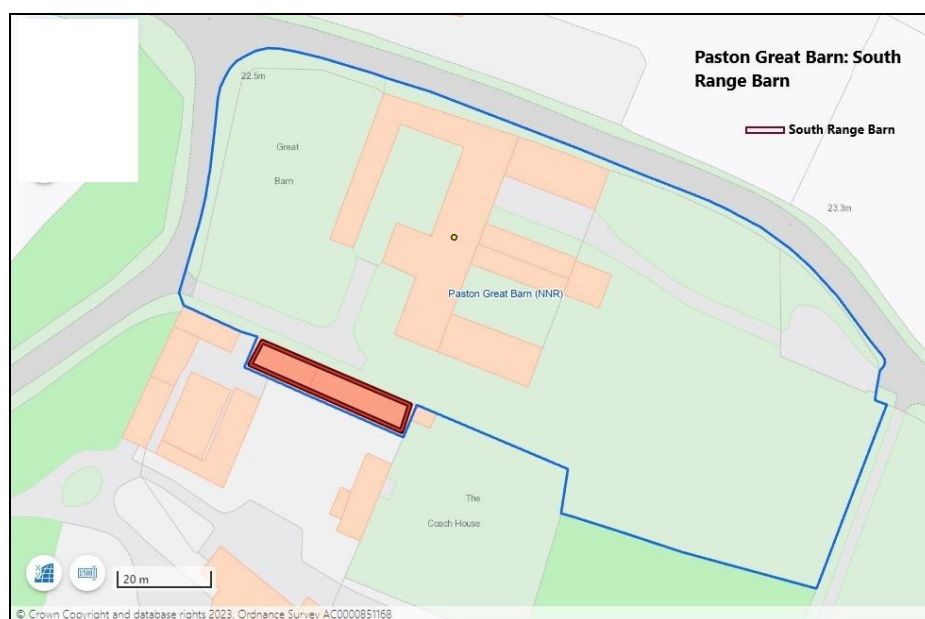


Figure 2: Paston Great Barn National Nature Reserve: South Range Barn.

The roof of the South Range Barn has a depression about mid-length where the structure below has failed. The connection between the truss and wall plate has broken and the wall plate has spread outwards and the truss has fallen down. The roof is relying on the short connection joints of the wall plate to prevent further spreading and collapse.



Figure 3: South Range Barn, showing collapsing roof (Photo: Nicholas Warns Architects).

Internally, the truss has disconnected from the wall-plate and fallen down, the wall-plate has been pushed outwards by the falling roof slope and the support post has moved and twisted and may pop out, which would lead to major collapse.



Figure 4: The roof truss has disconnected with the wall-plate and the roof has partially collapsed. Red arrow: Movement of the truss downwards. Green arrow: Movement of the wall-plate outwards (Photo: Nicholas Warns Architects).

Inspection of the internal roof shows that the trusses are bending and the connection between the trusses and support posts is weak, subsequently all the trusses appear to be sagging, and the repair plates are ineffective, and the tie beams are bending. Also, the principal truss rafters are bending and other support posts appear to show movement.

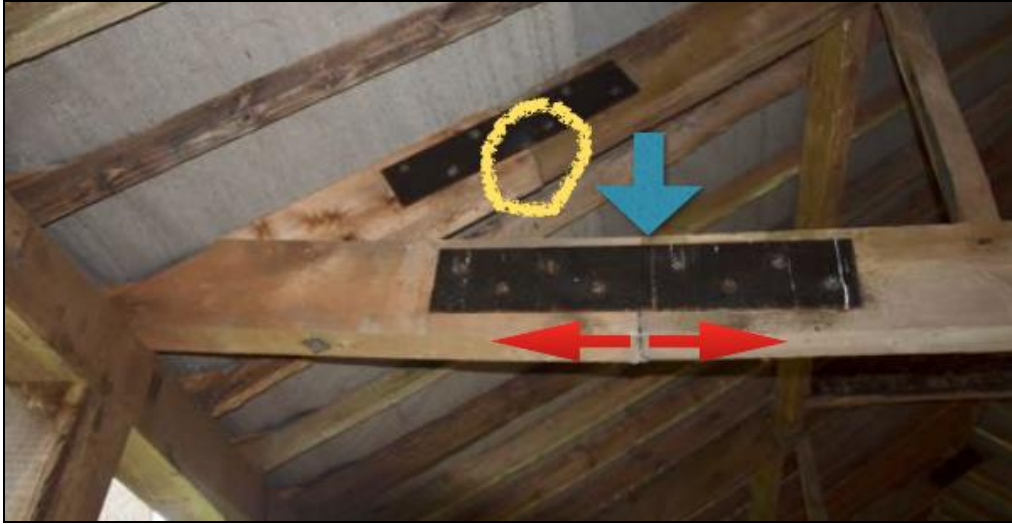


Figure 5: The repair plates are ineffective, and the tie beams are bending. Also, the principal truss rafters are bending (Photo: Nicholas Warns Architects).

Additionally, the underlay is modern felt, which is unsuitable for bats.

The section of roof with the failed truss has been propped and stabilised to prevent further damage and the roof tiles have been removed from the two associated bays to reduce the roof loading and a temporary covering employed. Additionally, the public footpath adjacent to the South Range Barn has been temporarily rerouted.



Figure 6: Temporary stabilisation and roof covering, and exclusion of public footpath from the South Range Barn (Photo: Natural England/ Howard Jones).

The Local Planning Authority is North Norfolk District Council, whose Conservation, Design & Landscape Team have previously communicated that “*unless the proposals would result in significant alterations being carried out to the South Range, it seems unlikely that the formal approval of the Local Planning Authority would be required*” for any repair works, although they have indicated that the requirement for Listed Building Consent should still be considered when planning repairs. Natural England are working in consultation with Historic England regarding the ongoing management of Paston Great Barn.

4) Summary of Requirement

There is a need to identify the repair work that needs to be carried out, and for a specification for the works and schedule of works to be produced. This will enable Natural England to subsequently tender for the works to be undertaken by contractors in order to enable the repair and recovering of the temporarily covered section and to address the structural issues affecting the remainder of the roof.

5) Requirement

- Undertake a full and complete structural survey and assessment of the South Range Barn to identify all faults and works required to rectify the structural concerns identified regarding the roof and associated structures of this building.
- Design all required repairs, including but not limited to:
 - Undertake a measured and drawn survey
 - Design structural repairs where a structure has failed or is failing.
 - Design and specification of timber and other repairs
- Produce a specification for the repairs, detailing methods for repairs, materials, workmanship clauses, Schedule of Works etc. This document should be suitable for tendering for the repair works by Natural England, and may include but not limited to:
 - Preliminaries
 - Materials
 - Workmanship
 - Schedule of works
- To enable Natural England to plan for procurement of works, identify any phasing that should or may be employed for the subsequent works, such as sequencing and prioritisation of works, and identify estimated costs (materials and labour) for the subsequent works to enable Natural England to budget for the repairs.

Elements of the above requirements may be sub-contracted if required. Please indicate in your quotation if this is the case.

Any archaeological works and procedures proposed should be specified in accordance with the standards and guidance of the Chartered Institute for Archaeologists (CIfA), particularly "*Standard and guidance for the archaeological investigation and recording of standing buildings or structures*".

6) Output

- A report containing the specification for the repairs and a schedule of works detailing methods for repairs, materials, workmanship clauses etc. This document should be suitable for tendering for the repair works by Natural England.
- Present a separate document detailing any phasing or prioritisation of works identified, and the ROM costs identified.

- A draft report should be presented to Natural England for review ahead of final report submission.

The reports should in the first instance be presented as an electronic version (MS Word or PDF). A hard copy may also be presented if this is standard for the contractor/ consultant, but Natural England's corporate document storage system requires an electronic version.

Any hard copy should be sent to:

Steve Hall
Natural England Mail Hub
Natural England
Foss House
Kings Pool
1-2 Peasholme Green
YORK
YO1 7PX

7) Materials and equipment

All materials and equipment to be provided by the contractor.

8) Health and Safety

All work is to be carried out with full regard to the safety of the workforce and any visitors to the work site. A risk assessment specific to this work is to be completed in consultation with the Project Officer before work begins. The quotation must indicate whether any working at height may be involved (including low-level ladder inspection).

9) Quotation Submission

Please provide:

A quote for the cost of undertaking any site visits and surveys required, assessment, and report production, including all labour, equipment and materials that may be required.

10) Supporting documentation

Supporting documentation identified below should also be included, where possible, along with the following details:

- Health and Safety Policy
- Public Liability Insurance
- Professional Indemnity Insurance
- Employers Liability Insurance

11) Access

There is a small car park to the east of the Barn, at NGR: TG 32270 34520/ W3W: pads.earmarked.flaking. It is possible to view the South Range Barn from the adjacent public

footpath, which although excluded from the immediate vicinity of the barn still allows viewing. If access to the barn itself is required for tendering purposes this should be arranged with:

Howard Jones

Broads NNRs Senior Reserves Manager
Reserves Office
Woodbastwick
Norfolk
NR13 6HN

Phone: 07741 373851

12) Contract Management

This contract shall be managed on behalf of the Authority by:

Steve Hall

Higher Officer- Historic Environment, National Nature Reserves Operations
Mobile: 07920 727543

Payment

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. The contractor may invoice for the works once the final report is submitted to Natural England.

It is anticipated that this contract will be awarded for a period of 9 weeks to end no later than 31-01-2024 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 – 60%
Commercial – 40%

Evaluation criteria

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

Technical	60%	Service	Methodology	1 Question Q1 (40% of technical score available)
			Skills, knowledge and experience	2 Questions Q2.1 (50% of technical score available) Q2.2 (10% of technical score available)
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	1 Question Q4 (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:

Very good	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements

		with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.
Moderate	50	Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.
Weak	20	Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met.
Unacceptable	0	No response or provides a response that gives the Authority no confidence that the requirement will be met.

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

Methodology	Detailed Evaluation Criteria
Q1 Demonstrate an understanding of the requirement and provide detail of how the requirement will be met.	Outline how the requirement will be achieved, demonstrating a clear understanding of the nature of the requirements. Provide information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.

Skills, knowledge, and experience	Detailed Evaluation Criteria
Q2.1 Demonstrate that you have the skills, knowledge, and experience to undertake this contract.	1) Evidence of recent and relevant experience of structural survey, evaluation of building condition, design of repairs and preparation of specifications/ SoW relating to historic/ listed buildings.

Skills, knowledge, and experience	Detailed Evaluation Criteria
	<p>2) Evidence of expertise/ competence of staff including evidence of Conservation Architect and/ or Structural Engineer industry recognised memberships, organisational registration or individual accreditation eg:</p> <p>Institute of Structural Engineers (ISE) Royal Institute of Chartered Surveyors (RICS) Chartered Institute for Archaeologists (CIfA)</p>
Q2.2. Provide evidence of organisational Health and Safety management and certification.	<p>Provide evidence of suitable certification/ accreditation and/ or organisation H&S policy.</p> <p>All construction contractors engaged by Natural England should hold a valid Safety Schemes In Procurement (SSIP) certification in the correct trade and scope. All other contractors should be able to demonstrate a H&S system to the equivalent of SSIP certification and must complete a Natural England Contractor Competence Questionnaire.</p>

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)
- complete AI question ["Do you use Artificial Intelligence (AI) or machine learning tools, including large language models within your quote submission or service delivery processes.?"] response which will not be scored, is to be returned within technical response
- 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:

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.

1.2(a)	Contact name	
1.2(b)	Name of organisation	
1.2(c)	Role in organisation	
1.2(d)	Phone number	

1.2(e)	E-mail address	
1.2(f)	Postal address	
1.2(g)	Signature (electronic is acceptable)	
1.2(h)	Date	

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

2.1(a)	Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.	
	Participation in a criminal organisation.	(Yes / No) If yes please provide details at 2.1 (b)
	Corruption.	((Yes / No) If yes please provide details at 2.1 (b)
	Fraud.	(Yes / No) If yes please provide details at 2.1 (b)
	Terrorist offences or offences linked to terrorist activities	(Yes / No) If yes please provide details at 2.1 (b)
	Money laundering or terrorist financing	(Yes / No) If yes please provide details at 2.1 (b)
	Child labour and other forms of trafficking in human beings	(Yes / No) If yes please provide details at 2.1 (b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p> <p>Identity of who has been convicted 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	(Yes / No)

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

Part 2.2 Grounds for discretionary exclusion

2.2(a)	The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation	
2.2(b)	Breach of environmental obligations?	(Yes / No) If yes please provide details at 2.2 (f)
2.2(c)	Breach of social obligations?	(Yes / No) If yes please provide details at 2.2 (f)
2.2(d)	Breach of labour law obligations?	(Yes / No) If yes please provide details at 2.2 (f)
2.2(e)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	(Yes / No) If yes please provide details at 2.2 (f)

2.2 (f)	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Annex 2 Acceptance of Terms and Conditions

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

Company _____

Signature _____

Print Name _____

Position _____

Date _____