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Request for Quotation

Intertidal blue carbon stocks and accumulation rates: investigating carbon storage potential of intertidal sediments for mitigating against climate change

21 June 2023

Request for Quotation

Intertidal blue carbon stocks and accumulation rates: investigating carbon storage potential of intertidal sediments for mitigating against climate change

You are invited to submit a quotation for the requirement described in the specification below.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

Your response should be returned to the following email address by 17 July 2023 at 17:00 GMT to joseph.jones@naturalengland.org.uk

Ensure you state the reference number and 'Final Submission' in the subject field to make it clear that it is your response.

Contact Details and Timeline

Joe Jones will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by 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	28 June 2023
Deadline for clarifications questions	10 July 2023
Deadline for receipt of Quotation	17 July 2023
Intended date of Contract Award	24 July 2023
Intended Contract Start Date	25 July 2023
Intended Delivery Date / Contract Duration	4 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 the Department for Environment, Food and Rural Affairs acting as part of Natural England
“RFQ”	Means this Request for Quotation and all related documents published by the Authority and made available to suppliers
“Contract”	Means the contract to be entered into by the Authority and the successful supplier.

Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RTQ may result in the supplier’s exclusion from this procurement.

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

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

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

Amendments

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

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

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

Conditions of Contract

The Authority's [standard condensed terms and conditions](#) 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

Background to Natural England

Natural England (NE) is the government's statutory adviser for the natural environment. We play a vital role in delivering the Government's 25 Year Environment Plan, supporting the Government's ambitions for agriculture, fisheries and the natural environment as we leave the European Union and responding to the Government's commitment to net zero by 2050. The twin challenges of biodiversity loss and climate change mean Natural England's work is more important now than ever.

Our vision is of thriving nature for people and planet. Our ambition is not just to improve nature, but to see it thriving everywhere, because a healthy natural environment is fundamental to everyone's health, wealth and happiness. In July 2021 Natural England launched its most recent [Action Plan](#) which contains more information on our priorities for the year ahead.

Background to the specific work area relevant to this purchase

This aim of this contract will be to assess the blue carbon stocks and accumulation rates of the Humber Estuary and The Wash and North Norfolk Coast SACs, with the intention to provide data to fill wider evidence gaps around intertidal blue carbon stocks of the intertidal sediment habitats in England. This area of research has been identified by marine specialists in Natural England's Marine Habitats and Species team within the Chief Scientist's Directorate as a key priority, aligning with multiple disciplines including natural capital and climate change. The project will be managed by NE's marine habitat and species specialist, and the SRO is NE's senior marine climate change and blue carbon specialist.

The contract will be carried out within the 2023/24 financial year and comprises of three distinct phases:

Phase 1: Field Survey

Phase 2: Data Analysis

Phase 3: Reporting

Specification of Requirements

Project outline: "Intertidal blue carbon stocks and accumulation rates: investigating carbon storage potential of intertidal sediments for mitigating against climate change"

The coastal and marine environment plays a central role in mitigating against climate change, through the storage and sequestration of considerable amounts of carbon. The term 'blue carbon' primarily refers to the carbon captured by vegetated coastal and marine habitats, fixing carbon through photosynthesis and storing it in their leaves, stems, roots and rhizomes, as well as facilitating the burial of carbon in sediments. As the body of evidence around blue carbon grows, so too does the interest in other coastal and marine habitats that could contribute towards climate change mitigation.

Carbon stocks in the intertidal sediment habitats of England are poorly understood. The published estimates of carbon stocks and accumulation rates are based on a couple of studies in the southwest and south coasts of England. This project aims to gather new evidence on the blue carbon stocks and accumulation rates within intertidal sediments associated with the Wash and North Norfolk Coast and the Humber Estuary SACs. To our knowledge, the carbon stocks within the intertidal sediments within these protected sites are yet to be quantified.

This project will enable us to gain further understanding on the value of coastal habitats in mitigating against climate change. Better understanding of the role of intertidal sediments in directly storing and sequestering carbon and facilitating other blue carbon habitats will influence management decisions of these already vulnerable areas.

This project has the following scope:

- 1. Field survey: sediment carbon coring**
- 2. Data analysis**
- 3. Reporting**

The detailed description of the 3 separate phases are as follows:

1. Field survey

Sediment coring, replicating NE's internal sediment carbon survey methodologies and ensuring data is comparable:

- Need enough samples to quantify spatial variation in carbon stocks per broadscale habitat/ site
- Divide each core into 10cm layers up to 100cm (maximum core depth). = 10 subsamples per core for 1m core (but expect some cores to be less than 1m in depth).
- If plot replicates are collected, bulk the same layers (f.ex. all 0-10cm segments) from the same sampling plot.
- Aim for at least 3 cores per broad scale habitat (The Humber Estuary SAC, and the Wash and North Norfolk SAC) per sample site (sample location within survey area). With 4 sample sites per survey area. Survey area being designated site , with 3 replicas per sample location
- Use a Russian corer to avoid sample compaction. If compaction is an issue, use Smeaton 2020 paper as guidance for compaction estimation methodology.

2. Data analysis

As the procedures for blue carbon analysis are yet to be standardised, please state in your bid what methods will be used and which analyses will be carried out, e.g. quantification of carbon stocks (e.g. Total Organic Carbon, Total Inorganic Carbon, TON/ TIN, using elemental analysis), accumulation rates and , grain size, etc. The proposed analytical procedures are to be clearly outlined and costed separately by the contractor along with justification for the choices made. From previous and current work NE recommends the following:

- Analyse carbon stocks using dry combustion (elemental analysis) methods. This would equate to a maximum of 120 samples to be processed.
- PSA/ grain size analysis preferable, as % mud is likely to explain a significant proportion of variation in C stocks within site.
- Method for carbon accumulation rate analyses should be proposed and other sediment characteristics (such as grain size analysis) should also be explored if possible.

Presentation of the results, interpretation of the results (e.g. how these fit into the wider evidence base), and conclusions and recommendations for further work should be combined with the final report.

3. Reporting

Clear and concise project report., raw carbon data on stocks and accumulation rates on .xls format, maps on JPEG format.

In your response, please provide the proposed survey design/ sampling strategy and costings itemised by the number of samples to be collected and analysed and per site (Humber Estuary SAC/the Wash and North Norfolk Coast SAC). Please also itemise the costings according to the different laboratory analytical techniques proposed.

In addition to the first carbon stock, the main output will be a report detailing available evidence on the blue carbon and the implications to climate change mitigation potential. The report will also detail further evidence gaps, leading in to focused study areas/ recommendations where new evidence should be collected, analysed and interpreted in the context of the evidence already available.

Time Frames

- 1. Field survey:** Sediment coring, replicating NE's internal sediment carbon survey methodologies and ensuring data should be comparable used. This should be completed by November 2023.
- 1. Data analysis:** Quantification of carbon stocks and subsequent carbon analyses as proposed by the contractor. This will be completed by January 2024.
- 1. Reporting:** Production of the final survey report, detailing field survey design and data analysis methods, statistical interpretation of data. The outputs will include raw carbon data on stocks and accumulation rates .xls format, maps on JPEG format. This should be completed by March 2024.

Health and Safety

The supplier is expected to be experienced in intertidal monitoring and have the required health and safety certificates/training for the fieldwork and laboratory work required for the project.

Prices

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

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 should be submitted in completion of project outputs as outlined above.

It is anticipated that this contract will be awarded for a period of 8 months to end no later than 15/03/2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Outputs and Contract Management

Reference	Deliverable	Responsible Party	Date of completion
	Output 1: Field work survey report	Contractor	6 November 2023
	Output 2: Data analysis	Contractor	29 January 2024
	Output 3: final report writing	Contractor	4 March 2024

This contract will be managed on behalf of Natural England by the Project officer:

Joseph Jones (marine ecology specialist)

Joseph.william.jones@naturalengland.org.uk

Phone: 07436902909

Joe will be the main corresponded in this project.

The Natural England SRO for the project will be:

Maija Marsh (senior marine climate change and blue carbon specialist)

maija.marsh@naturalengland.org.uk

The contractor will liaise with the project officer on the following:

From 25 July 2023: Start up meeting between the project officer, SRO and the supplier.

Regular (weekly) calls and/or emails with the project lead, on contract issues, milestone and targets.

Project inception meeting to set out how the project will work, work programme, timescales and proposals. Further meetings or email updates on progress in the run up to each of the key outputs

The project officer, SRO and the researchers carrying out the work will meet (virtually) to support and help the project progress at each stage. It will be used for technical discussions on the topic, feedback in the form of comments on the report, and proposed next steps.

Report outputs:

The following outputs will be provided to NE:

Data: Microsoft excel, .xls spreadsheet

Reports: All appropriate text, field notes, report outputs and results should be presented in Microsoft word, and PDF format

Maps: when applicable should be presented in a JPEG file format.

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.

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Technical	60%	Service / Product Proposal	Methodology (50)	<p>Q1.1: Quality of the overall proposal based on description of how the research questions will be answered and how the proposed project will meet the requirements of the proposal (25% of technical score available)</p> <p>Q1.2: Quality of the proposal for the sampling design and analysis approach to assess blue carbon within the proposed intertidal sediment sites (25% of technical score available)</p> <p>Provide details of the methodology and approaches proposed to deliver the requirements of this project.</p> <p>Provide clear proposal for sampling design and analytical techniques proposed for carbon analyses</p>
			Key personnel (20)	<p>Q2.1: Information on the experience and competency off all relevant staff proposed to deliver the services required. Provide CVs and examples of previous projects staff have worked on relevant to the subject matter in this contract. (30% of technical score available)</p>
			Quality Assurance measures (20)	<p>Q3.1: Demonstrate the ability of the sampling strategy to be replicated in future years or for other applications (10% of technical score available)</p> <p>Q3.2: Detail on quality assurance measures (10% of the technical score available)</p>
			Staff availability	<p>Q4.1: Assurances that the work can be delivered in full within stated timelines. (pass/fail)</p>

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
			Health & Safety (10)	Q5.1: provide clear, relevant and appropriate risk assessments for fieldwork (10% of the technical score available)
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	

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.

Methodology	Detailed Evaluation Criteria
<p>Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project. Responses should not exceed four sides of A4, and use Arial font, size 11.</p>	<p>Your response should:</p> <ol style="list-style-type: none"> 1) Demonstrate a clear understanding of the nature of the requirements. 2) Be a clear, practical, achievable, and cost-effective methodology to deliver the requirements of each phase of the project. 3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.
<p>Q1.2 Provide details of the proposed approach for carbon sampling design and analyses</p>	<ol style="list-style-type: none"> 1) Provide clear proposal for sampling design and analytical techniques proposed for carbon analyses.

Key personnel	Detailed Evaluation Criteria
<p>Q2.1. Provide details on previous experience and expertise of staff members who will be working on the contract. Please provide similar information on any proposed sub-contractors if applicable, f.ex. if carbon analyses are subcontracted to a laboratory experienced in blue carbon analyses.</p>	<ol style="list-style-type: none"> 1) The relevant expertise and experience for this contract include sediment coring and intertidal fieldwork, as well as analysis of carbon stocks and accumulation rates .

Quality Assurance measures	Detailed Evaluation Criteria
<p>Q3.1 Replicability of sampling strategy</p>	<ol style="list-style-type: none"> 1) Demonstrate how the proposed sampling design will enable replication in other sites or over time, so that future surveys using the same design will add to the evidence base
<p>Q3.2 Evidence of quality assurance measures</p>	<ol style="list-style-type: none"> 1) Provide clear outline of review and quality assurance procedures provided as part of the contract

Staff availability	Detailed Evaluation Criteria
<p>Q4.1 Assurances that the work can be delivered in full within stated timelines. (pass/fail)</p>	<ol style="list-style-type: none"> 1) Provide detail on staff availability, including clear explanation of contingency planning should unexpected staff absences happen

Health and safety	Detailed Evaluation Criteria
<p>Q5.1: provide clear, relevant and appropriate risk assessments for fieldwork</p>	<ol style="list-style-type: none"> 1) Provide clear and relevant risk assessment for the proposed fieldwork for carbon sampling.

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.

Please provide a breakdown of costs for the following deliverables:

- Field Survey; Involving intertidal coring and sediment storage is required. Please provide separate costings for fieldwork within the two proposed sampling locations (Humber Estuary Sac, the Wash and North Norfolk SAC)
- Carbon analyses. Please provide separate costings for different analytical techniques.
- Reporting.

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)	<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 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	

Question no.	Question	Response
	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 , 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 _____

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the contractor 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.