Request for Quotation

**Developing a funding model for beaver management partnerships**

19 September 2024

Request for Quotation

**Developing a funding model for beaver management partnerships**

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: beavers@naturalengland.org.uk

Date: 1 November 2024

Time: 12 midday

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

Julie Eaton will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 15-OCT-2024 at 12:00 BST |
| Deadline for clarifications questions | 24-OCT-2024 at **12:00** BST  |
| Deadline for receipt of Quotation | 1-NOV-2024 at 12:00 BST  |
| Intended date of Contract Award | 8-NOV-2024 |
| Intended Contract Start Date | 11-NOV-2024 |
| Intended Delivery Date / Contract Duration  | 11-NOV-2024 to 31-MAR-2025 |

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](https://www.gov.uk/government/organisations/natural-england/about/procurement) 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.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to:

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

**Background to Natural England**

Natural England is the government’s adviser for the natural environment in England. Our purpose is to help conserve, enhance and manage the natural environment for the benefit of present and future generations, thereby contributing to sustainable development.

We aim for:

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

[Natural England: Building partnerships for Nature’s recovery](https://www.gov.uk/government/publications/natural-england-building-partnerships-for-natures-recovery) outlines out how we will work to protect England’s nature and landscapes for people to enjoy and for the services they provide, in support of Defra’s ambitions for the environment.

**Developing a funding model for beaver management partnerships**

**Background**

There is strong interest in restoring Eurasian beaver as a native species to the UK. This is due to their role in restoring natural function to water bodies which increases climate change resilience and the ecosystem service benefits that are linked to beaver wetland creation (Brazier and others, 2020).

Beaver activity (damming, foraging and burrowing) can have positive environmental and socioeconomic benefits, but it is recognised that their activities can also lead to negative impacts that need to be actively managed.

Wild populations of beavers have been identified in England since the early 2000’s (Heydon and others 2021). In August 2020, the UK government announced the River Otter population in Devon could remain and expand its range naturally after a successful five-year trial reintroduction (Howe & Crutchley 2020). Other beaver populations have established following natural dispersal of beavers, illegal releases and/or escapes from unlicensed enclosures, mainly in southern England.

Beaver management groups (BMGs) are local partnerships that are establishing around some of the free-living beaver populations. The first BMG in England was created during the River Otter Beaver Trial, with Devon Wildlife Trust leading and establishing a governance framework of local stakeholders to build relationships and to disseminate information via steering group and forum meetings. Devon Wildlife Trust also fund a beaver field officer to provide advice and targeted practical support to land managers and riparian users.

This model has paved the way for more BMGs in East Kent, the Bristol Avon and Tamar catchments, with others starting to establish. They are all at different stages of development and with differing levels of success at accessing private and third-sector funding to secure their necessary long-term future.

We are currently waiting for a government steer on an approach to allowing further licensed wild release projects in England. However, each successful wild release project will need to secure funding and ensure delivery of a similar role to the BMGs at least for the duration of the licence in terms of governance and by providing a local beaver field officer. When the wild release project licence ends after 5 – 10 years, it is likely that a beaver population will be in its building phase within a catchment, increasing the number of territories and the likelihood of management issues arising. The funding mechanism for wild release projects to establish and operate, and then to transition to beaver management partnerships to continue providing on-the ground advice and support to land managers and riparian users at the end of the licensed wild release project has not been identified.

As beavers are re-introduced and naturally spread throughout England, additional support to landowners and riparian users to manage impacts from beavers will be needed. This includes education, signposting to existing national guidance and funding, and bespoke local advice on appropriate management interventions to ensure positive coexistence with beavers. This support will be key to ensuring the 5-step approach to beaver management is followed; providing advice and helping resolve management issues at an early stage, and thereby greatly reducing the demand for beaver removal.

Stakeholders have been clear that a fast response to management issues caused by beaver activity affecting land use, property and infrastructure1 is necessary to make space for beaver wetlands and allow beavers to deliver multiple benefits. Locally led support will also increase tolerance of beavers and reduce conflict with farming.

The role of a BMG is expected to change over time in response to a beaver population expanding in a catchment (Auster and others, 2022). For example, beaver management support could be provided through a beaver field officer role nested within an appropriate catchment partnership. Stakeholder input for strategic planning may also be convened at the river basin district level, providing a suitable scale for key stakeholders and statutory agencies to engage.

Beaver management partnerships will be a critical tool in enabling, optimising and monitoring the valuable ecosystem services provided by beaver reintroduction whilst also ensuring avoidance, management and mitigation of any potentially negative impacts. This tender specification is focussed on exploring potential funding or finance routes for the establishment and maintenance of beaver management partnerships.

Currently there are limited funding opportunities available to beaver management partnerships, and these are mainly provided by the third sector. There is unlikely to be many public funding opportunities in this space, especially to provide the rapid response on-the-ground support that communities will need. Most of the public funding will be available through the Environmental Land Management schemes (ELMs) which will provide funding opportunities for farmers and land managers to enter into land management agreements, which includes provision of buffer zones around watercourses.

As beaver populations naturally expand and are reintroduced into new areas of England, inconsistency of funding provision is a concern as some beaver management partnerships will be more successful at attracting funding than others, and the limited available funding may not go to areas where it is most needed. For example, locations with high perceived levels of conflict, may require a disproportionately higher level of funding for stakeholder engagement / relationship building. The existing BMGs are mainly Wildlife Trust led, working at a county level, but these does not always align with a catchment-based approach, and may result in piecemeal funding and action, especially in larger catchments.

*References*

Brazier R., Puttock A., Graham H.A., Auster R.E., Davies K.H., Brown C.M.L. (2020) Beaver: Nature’s ecosystem engineers. Wires <https://wires.onlinelibrary.wiley.com/doi/10.1002/wat2.1494>

Heydon M.J., Pouget D., Gray S., Wagstaff G., Andison E. (2021) Beaver reintroductions in England: 2000-2021. JP036. Natural England, York. <https://publications.naturalengland.org.uk/publication/5363285194178560>

Howe C. V., Crutchley S.E. (2020) The River Otter Beaver Trial: Natural England’s assessment of the trial and advice on the future of the beaver population. NEER018. Natural England, York.<https://publications.naturalengland.org.uk/publication/6537677127286784>

Auster R.E., Barr S.W. Brazier R.E. (2022) Beaver Management Groups: Capturing lessons from the River Otter Beaver Trial and River Tamar Catchment. Natural England, York. <https://publications.naturalengland.org.uk/publication/6315571141672960>

**Requirement**

This project is to explore the development of short and long-term funding approaches to support the establishment and running of beaver management partnerships. The key aims of the partnerships will be to build stakeholder relationships, share information and fund a beaver field officer to support land managers and riparian users to manage impacts from beavers. This should take account of the different stages of development from conception to a mature partnership that is embedded in the catchment-based approach. It should also take account of regional differences including the differing pace of beaver reintroduction.

There are two main objectives for this project:

* To facilitate a workshop with members of the National Beaver Forum to develop ideas and receive feedback on where funding is needed to deliver support to local communities that are learning to live alongside beavers; and
* To produce a report setting out the options for developing:

(1) a short-term funding approach to cover the next 10 years.

(2) a long-term funding approach to fund the provision of advice and on-the-ground support to land managers and riparian users to help them learn to live alongside beavers. This should include the feasibility of taking the approach forward.

**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 Supplier to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 Year Environmental Plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

**Outputs and Contract Management**

The key outputs and timetable for delivery are set out below.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| Start up | Online meeting | NE | TBC |
| Information gathering | Workshop with stakeholders from the National Beaver Forum | Supplier | TBC |
| Brief report of the workshop analysis | Supplier | 10/01/2025 |
| Analysis of funding approaches | Final draft report | Supplier | 14/02/2025 |
| Review of final draft report | NE | 28/02/2025 |
| Final report | Supplier | 14/03/2025 |
| Online meeting to share a summary of the report with the National Beaver Forum and NE Beaver Project | Supplier | TBC |

**Contract management**

Advertised on Contract Finder (expected cost £35,000 - £49,999)

W/C 11 November – Start up meeting between the NE steering group and supplier.

Fortnightly teleconferences with the steering group thereafter.

Natural England will provide the contact details of the National Beaver Forum members to the supplier and set up a workshop or invite the supplier to a scheduled meeting.

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. An invoice can be raised on completion of the following milestones:

* Brief report of the workshop analysis – 25%
* Receipt of the final draft report – 25%
* Receipt of the final report – 50%

It is anticipated that this contract will be awarded for a period of four months to end no later than 31/03/2025. 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Proposal | Methodology | 1 QuestionQ1.1 (30% of technical score available) |
| Key personnel | 2 QuestionsQ2.1 (20% of technical score available)Q2.2 (20% of technical scores available) |
| Project management | 1 QuestionQ3.1 (30% of technical score available) |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 1 Question Include detail of costs to deliver the project in the Commercial Response template (100% of commercial score available) |

Technical (**60**%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score  | Definition |
| Very good  | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.  |
| 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 |
| Q1.1 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. | Your response should:1) Demonstrate a clear understanding of the nature of the requirements.2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| Key Personnel | Detailed Evaluation Criteria |
| Q2.1 Provide details of the project team and key personnel Responses should not exceed four sides of A4, and use Arial font, size 11. | Your response should:1. Include CVs and the number of days each member of the team has allocated on this project, as well as who will lead on each task. The number of staff days should match those in the cost proposal.

 1. Provide details of the key personnel’s seniority and details of any sub-contractors and/or associates.
 |
| Q2.2 Provide details of the recent experiences of the project team in delivering similar workResponses should not exceed four sides of A4, and use Arial font, size 11. | Your response should:Demonstrate the project team’s skills and experience in:1. Developing Green Finance funding models for different projects.
2. Workshop design and facilitation.
3. Analysis of qualitative data, policy and report writing.

Please provide two examples of your current or previous work within the wider public sector, or equivalent that are similar in subject matter or scope to this requirement.  |

|  |  |
| --- | --- |
| Project management measures | Detailed Evaluation Criteria |
| Q3.1 Provide details of how the project will meet the key deliverables and milestones.Responses should not exceed four sides of A4, and use Arial font, size 11. | Your response should:1. Include a provisional project plan, including details of how the project will meet the key deliverables and milestones.
2. Allocate the number of days to the delivery of each task and deliverable.
3. Outline the proposed project management arrangements, including day to day working for the project, the proposed timetable, risk log and mitigation, a Gantt chart presenting milestones, deliverables, timelines, and inter-dependencies.
 |

Commercial (**40**%)

The Contract is to be awarded as a fixed price, which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

**Calculation Method**

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x 40% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 60% (Maximum available marks)

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

Information to be returned

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

Please complete and return the following information:

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

Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

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

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b)  | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number  |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no.  | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address  |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

|  |  |  |
| --- | --- | --- |
| Question no.  | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. |
|  | Participation in a criminal organisation.  | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Corruption.  | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Fraud.  | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

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

Annex 2 Acceptance of Terms and Conditions

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

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

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

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

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

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

