

Our Ref: SC210006

Your Ref:

Date: 21/09/2021

Dear Sirs/Madams,

**Contract Ref: SC210006**

**Contract Title: Onshore Oil and Gas: Quantification of whole-site methane emissions and associated uncertainties**

You are invited to quote for the above in accordance with the enclosed documents.

Instructions on what information we require you to provide is in Section 4 of the following Request for Quotation document.

Your response should be returned to the following email address by 17:00 on 19/10/2021.

mark.bourn@environment-agency.gov.uk

Please confirm, by email, whether you intend to submit a quote as we may wish to update you with additional information during the quotation period.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mark Bourn

Principal Scientist (Climate Change and Resource Efficiency Team), Chief Scientist’s Group

E-mail: mark.bourn@environment-agency.gov.uk

Telephone: +44(0)7768907613

**The Environment Agency**, Horizon House, Deanery Road, Bristol BS1 5AH

**Request for Quotation**

**Ref: SC210006**

**Title: Onshore Oil and Gas: Quantification of whole-site methane emissions and associated uncertainties**

**Section 1**

**Who is the Environment Agency?**

We are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our Website.

<https://www.gov.uk/government/organisations/environment-agency/about>

**What do we spend our money on?**

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

* Flood and Coastal Risk Management (design, construction and maintenance)
* ICT and Telecommunications
* Vehicles and Plant
* Environmental Consultancy and Monitoring
* Temporary Staff and Contractors
* Facilities Management, Energy and Utilities
* Flood Management and Water Related Services

**What do we need from our suppliers?**

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

<https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy>

**Government changes and collaboration**

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW).Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

**Further information**

For further information and to see our commitments to Diversity and Equality, please visit our website.

<https://www.gov.uk/government/organisations/environment-agency/about/procurement>

https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact - <https://www.gov.uk/browse/business/waste-environment>

Environmental Regulations - <https://www.gov.uk/browse/business/waste-environment/environmental-regulations>’

**Section 2**

**The Customer**

**Summary**

This work is being commissioned by the Research team within the Chief Scientist’s Group. The work of the Environment Agency’s Chief Scientist’s Group is a key ingredient in the partnership between research, guidance and operations that enables the Environment Agency to protect and restore our environment. The team focuses on four main areas of activity:

* Setting the agenda, by providing the evidence for decisions;
* Maintaining scientific credibility, by ensuring that our programmes and projects are fit for purpose and executed according to international standards;
* Carrying out research, either by contracting it out to research organisations and consultancies or by doing it ourselves;
* Delivering information, advice, tools and techniques, by making appropriate products available.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for a period of 5 months to end no later than 31/03/2022. 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 advance of any work commencing and may be subject to further competition. Any amendment to contract prices for the extensions are to be by negotiation.

The Environment Agency Conditions of Contract for Research (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Agency byMark Bourn,

mark.bourn@environment-agency.gov.uk

## Contact Details and Timeline

Mark Bourn 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 both the question and the response will be circulated to all tenderers that have previously confirmed by email their intention to submit a quotation.

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 19/10/2021 17:00 |
| Evaluation of Request for Quote submissions | 26/10/2021 |
| Award of contract | 01/[11/2021 |
| Project/Contract end date | 31/03/2022 |

It should be noted that these timescales and activities may be subject to change.

**Section 3**

## Evaluation Criteria

We will award this contract in line with the most economically advantageous tender as set out in the following award criteria:

* Price – 60%
* Quality – 40%

The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

|  |  |
| --- | --- |
| Experience of methane quantification approaches, determining uncertainty and measurement standards | 40% |
| Adequacy of staff resources (including for project management) | 15% |
| Project methodology (including project management oversight) | 30% |
| Ability to deliver a successful project to time and budget | 15% |

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

|  |  |
| --- | --- |
| **Rating of Response****The tenderer provides a response which in the opinion of the evaluators is:**  | **Score** |
| **Excellent:** Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Agency complete confidence that the requirements will be met. | 10 |
| **Very Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Agency high confidence that the requirements will be met. | 8 |
| **Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Agency reasonable confidence that the requirements will be met.  | 6 |
| **Satisfactory:** Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses, but gives the Agency some confidence that the requirements will be met.  | 4 |
| **Weak:** Partially addresses the requirements, or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Agency low confidence that the requirements will be met. | 2 |
| **Nil:** No response or provides a response that gives the Agency no confidence that the requirements will be met.   | 0 |

**Section 4**

**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:

* details of the personnel you are proposing to carry out the service, including CV’s of your key personnel
* detail your recent experience of carrying out similar contracts or projects
* details of proposed methodology
* completed Pricing Schedule (Appendix A)
* completed Prior Rights Schedule (Appendix B)
* confirmation that terms and conditions are accepted (Appendix C. Please note that the terms cannot be amended later)

**Section 5**

**Specification**

# Background to the Requirement

Methane is an important greenhouse gas which is emitted from onshore oil and gas (OOG) and other types of facility. The IPCC sixth assessment report highlights the importance of urgently reducing methane emissions to mitigate the climate emergency. The high global warming potential (GWP) of methane means that even a relatively small percentage leakage has a large impact. As a simple illustration, using the 20-year GWP for methane of 81.2, a life-cycle methane leakage rate of 2.5% would provide more than double the CO2e than from the combustion of the remaining 97.5% of the methane. In order to take effective action to reduce emissions from OOG facilities, the quantities being emitted at a whole site and industry sector scale need to be understood.

Whole site methane emissions are the overall emissions from a site. These may be made up of a range of emission sources within an area, including leaks and engineered releases during normal or non-routine operations. There are two main approaches for estimating whole site emissions:

1. by measuring and adding emissions from each site activity, or
2. by measuring the combined plume that occurs down-wind of the site and contains a mixture of all emissions

This study will focus on approaches for quantifying the combined plume.

There is currently no standard set of methods for OOG whole site methane quantification. Different approaches use different ways of measuring the methane and different approaches for deriving the methane flux. The quantification of whole site methane emissions involves determining the rate at which methane mass is discharged through a process boundary in a time period. Emission rates are not obtained from a single measurement, but from a combination of measurements and, often, modelling. Each element of the combination has an uncertainty and the total uncertainty of the quantification process needs to be understood to allow the measured emission rates to be effectively used in decision making. How uncertainties should be reported for individual elements, and for the overall combined quantity, also needs to be established. There are two broad types of uncertainty to be addressed:

1. uncertainties due to the limitations of measuring and modelling techniques during a monitoring campaign period
2. uncertainties in deriving desired longer-term statistics (e.g. annual totals) using results from campaign periods.

Type (i) uncertainties derive from measurement and modelling, but type (ii) uncertainties derive from issues around how representative the campaign period was of longer-term activities and emissions. The project will consider both types of uncertainty

This desk-based project will systematically investigate the sources and scale of the uncertainties in each element of identified methane quantification techniques and use this to develop a structured approach for identifying the optimum quantification approach in different scenarios. The project will investigate how transferable the quantification techniques are from OOG facilities to emission sources with different characteristics, and to pollutants and greenhouse gases other than methane.

This project will enable the quantification of whole-site methane emissions from OOG facilities with a known level of uncertainty. At present we may not know if a change between two quantified emission values is statistically significant because we don’t know the uncertainties in the individual values. This project would allow uncertainties to be determined, enabling us to say if changes are significant at a given level of confidence. The project would provide the scientific basis needed to assess changes in emission rates, and to assess the effectiveness of regulatory controls. It would also make it easier to make comparisons between relatively poorly and well performing sites and enable emissions for sites, and industry sectors to be reported more authoritatively.

The project will set out how the methane quantification approaches can be transferred to other facility types. This ability to quantify the scale of releases in other types of facility would enable informed decisions to be made about methane emission reductions and help prompt effective and targeted actions. The investigation of the transferability of the approaches to other greenhouse gases may potentially offer further benefits in quantifying emissions and hence informing mitigation actions. The potential transferability to other pollutant substances may also offer additional information to support action on emissions relevant to local air quality.

The project is based on the recommendations made in a previous Environment Agency scoping project (SC200002)

# Specific Objectives/Deliverables

Scope

This is a desk-based study and no methane measurements will be undertaken as part of this work.

The project will focus on the quantification of methane emissions from Environment Agency regulated OOG facilities but will consider transferability wherever possible.

The project will focus on established whole-site methane quantification techniques and not investigate approaches that are in earlier stages of development (though these should be noted). The focus should be on techniques that measure the combined plume following dispersion from the whole site, and not on approaches that attempt to measure and add up each individual source within a site.

The project will not address procedural issues such as who should undertake or pay for the measurements, or policy issues such as what circumstances at a site make it justifiable to quantify emissions.

Aims

The project will:

1. Provide an understanding of the available techniques for whole site methane quantification, what the sources of uncertainty are for each technique and how we can derive the total uncertainty on the methane emission rate
2. Develop a structured approach for the selection of the optimum methane quantification technique that takes into account the level of uncertainty that can be achieved
3. Provide an understanding of the transferability of the methane quantification, and uncertainty approach, to other regulated sectors that emit methane and to other pollutants

Activities

1. Identify:
	1. existing techniques and approaches for whole site methane quantification
	2. any standards for methane quantification that have been developed or are in the process of development both in the onshore oil and gas sector and in other industrial sectors
2. Identify examples of where these techniques have been used, how they have been applied, on what site types they were used, and the approach to uncertainty.
3. Classify the methane quantification techniques based, for instance, on the approach used (as a possible example, one category could be those techniques that use inverse dispersion modelling to infer emissions from ambient measurement data)
4. Select methane quantification techniques for detailed consideration. This can be individual approaches or categories of approach. The selected techniques should be those that measure the combined whole site plume and not techniques that measure individual sources within a site. It is anticipated that no more than five categories of technique would be considered in detail.
5. Identify the sources of uncertainty for each technique that contribute to the total uncertainty on the whole-site methane emission rate. The uncertainties would include those associated with measurements and those associated with deriving longer-term statistics (e.g. annual totals) using results from shorter campaign periods. This would include, where relevant, uncertainties in:
	1. ambient methane concentration measurements
	2. meteorological data
	3. inverse dispersion modelling
	4. representativeness of the period monitored - where there is to be extrapolation beyond the monitoring period
	5. completeness of site metadata - during the monitoring period and in any period for which the emission rate is extrapolated
6. For each technique and source of uncertainty identified, consider statistical approaches to determine the total uncertainty associated with a whole-site methane emission rate over various time periods.
7. Develop a structured approach for the selection of the optimum methane quantification technique that takes into account the level of uncertainty that can be achieved and the level of accuracy required for different monitoring purposes. This could include:
	1. a hierarchy of methods
	2. a detailed decision tree or flow chart
	3. a screening system to characterise sites.
	4. a weighted scoring system
	5. a cost benefit assessment
8. Develop detailed examples to demonstrate the selection of measurement techniques in a range of scenarios including the required level of uncertainty.
9. Investigate potential options for reducing the uncertainties (e.g. having more/longer measurement campaigns at a site in order to reduce uncertainties in representativity).
10. Investigate the transferability of the methane quantification and uncertainty approach to other regulated sectors that emit methane e.g. AD plant and landfill.
11. Investigate the transferability of the quantification and uncertainty approach to other greenhouse gas (e.g. nitrous oxide) or pollution species (e.g. ammonia and particulates).

Deliverables

The supplier will produce an Environment Agency research report using a standard template. The report will set out the work on the activities specified above and in particular will provide:

1. A structured approach to selecting a whole site methane quantification approach with the necessary level of uncertainty
2. Case studies to illustrate the approaches considered in detail
3. An assessment of the transferability of the approaches
4. Recommendations for any further work to allow a wide application of the quantification techniques

Key requirements:

* The supplier will have experience of:
	+ Measuring and modelling emissions to air from the Onshore Oil and Gas sector
	+ Measuring and modelling emissions to air from other industrial sectors
	+ Methane emission sources
	+ The dispersion behaviour of methane and associated meteorological processes/data
	+ Whole site methane quantification techniques
	+ Assessment of uncertainty in both measurements and representativity
	+ Standard approaches to measurements
	+ Greenhouse gases and pollutants other than methane
	+ Inferring long term emission statistics from campaign measurement data
* A single point of contact will be provided by the supplier.
* Deliverables and timescales are outlined below.

### Timescales/Deadlines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Deliverable | Responsible party | Format / Compatibility Requirements | Date of completion: |
| 1 | **Start-up meeting** with project team and the EA steering group, confirming:* Project plan
* Project deliverables and timings
 | Supplier | MS Teams meeting | w/c 8 November 2021 |
| 2 | **Progress meeting** with EA Project Manager  | Supplier | MS Teams meeting | w/c 13 December 2021 |
| 3 | **Draft report** to EA | Supplier | Word document | w/c 31 January 2022 |
| 4 | **Progress meeting** with project team and the EA steering group to present the key findings from the draft report and to discuss its conclusions | Supplier | MS Teams meeting | w/c 7 February 2022 |
| 5 | EA steering group reviews report and provides **comments** back to project team | EA project manager | Track changes in Word document | w/c 14 February 2022 |
| 6 | **Final report** to EA | Supplier | Word document | 31 March 2022 |

### Skills of Personnel Required

# Technical expertise in approaches for quantifying methane emissions to air and standardised measurement methods

# Technical expertise in dispersion modelling, as used to infer whole site emissions from measurements of composite whole site plumes

# Knowledge of air dispersion and determining uncertainty. Specific experience in relation to methane emissions from both onshore oil and gas facilities and other facility types is desirable

# Excellent communication skills (written, pictorial and verbal)

# Experience of preparing emissions evidence for regulatory and reporting purposes.

# Ability to work collaboratively and share knowledge

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency byMark Bourn, mark.bourn@environment-agency.gov.uk

The contractor is required to maintain close liaison with the Environment Agency's Project Manager.

During the course of the project, the contractor will provide the Environment Agency’s Project Manager with regular updates (monthly or fortnightly) regarding:

* progress and difficulties encountered with the project
* any proposed changes to the manner in which the project is run
* time spent on the project
* details of the financial spend during the previous month.

An Environment Agency project steering group will be set up to act as the technical quality review panel for the work and outputs. The project advisory group will review drafts produced by the contractor, prior to acceptance. You should ensure that sufficient time is allowed within the project to consult with the project steering group in directing the project. Approximately 2 weeks has been built into the schedule to allow review of draft documents.

The contractor should allow enough time for project meetings to discuss progress and agree future scope. There will be two full project meetings, both of which will be virtual and last approximately 2 hours; one at the start-up of the project and one to discuss the draft report. Other project meetings and any other discussions needed, including project closure, will be conducted where necessary.

We will raise a purchase order to cover the cost of the services and will issue to the awarded supplier following contract award.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager, on request. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

It is proposed that full payment be made following acceptance of the final report in March 2022. Alternative programmes of work and payment schedules will be considered.

**Section 7**

**Sustainability Considerations**

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society and it is intent on raising awareness amongst industry and commerce.

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

* + - Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post-consumer waste and printed double sided.
		- Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
		- Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
		- Efficient Energy and Water Use.
		- Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the on-site facilities officer.
		- Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

**Diversity and Equal Opportunities**

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities.  As a public body, we publish regular information about what our equality objectives are and how we’re meeting them.

<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

**Health and Safety**

Contractors will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

**IEM2020:**

## Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

**Supply chain**

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system; driving environmental performance improvements across the value chain.

## Section 8

### Additional Information

### Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

### Accuracy of documentation

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Environment Agency for any omission or errors in the documentation which could have been identified by you.

### Amendments to documentation

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

### Alternative Offers

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

## Continuity of personnel

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced.

## Intellectual property rights

All results, including material and tools produced, developed or paid for under this contract shall be the property of the Environment Agency.

## References

The Environment Agency may request recent and relevant references prior to the award of the project.

**Contract award**

This Request for Quote is issued in good faith but we reserve the right not to award any or all of this work.

### DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

## Protection of personal data

In order to comply with the Data Protection Act 1998 the Contractor must agree to the following:

* You must only process the personal data in strict accordance with instructions from the Environment Agency.
* 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.

# APPENDIX A - PRICING SCHEDULE

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

Please detail your task costs in the table below.

|  |
| --- |
| **Cost Proposal (To be completed by Supplier)** |
| **Tasks** | **Hourly Rate** | **No of Hours** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Staff Costs  |  |
| **Expenses (please detail type, i.e. travel etc)** |  |
| **Discounts applied (please detail)** |  |
| **Total Overall Cost**  |  |

**Other costs**

Please state any other costs that will need to be taken into consideration.

|  |  |
| --- | --- |
| **DESCRIPTION** | **COST** £ |
| **1. Other costs (please detail)** |  |
| **2. Other costs (please detail)** |  |
| **3. Other costs (please detail)** |  |
| **TOTAL**  |  |

**Discounts, rebates and reductions**

Please detail below any discounts, rebates and other reductions you are prepared to offer and the basis of those incentives

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT**£ |
|  |  |
|  |  |
|  |  |
| **TOTAL**  |  |

**Total Overall Cost**

Please detail the total fixed cost for the project

|  |  |
| --- | --- |
| **ITEM** | **TOTAL AMOUNT**£ |
| **Staff Costs** |  |
| **Other Costs** |  |
| **Discounts/reductions** |  |
| **TOTAL Overall Cost** |  |

The following limits will be applicable to all claims for travel and subsistence under this contract:

1. Travel by rail: standard class should be used at all times
2. Travel by car: 45 pence/mile

Hotel bookings should be made through the Environment Agency’s corporate travel contract. Details of this contract are available from the Corporate Contracting Team.

When making reservations you should state that you are a contractor working on Environment Agency business.

Hotel charges must not exceed a maximum limit per night bed and breakfast (VAT included) of: £140 in London; £100 in Bristol; £90 in Warrington; £85 in Reading; £75 in Aberdeen, Birmingham, Belfast, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Sheffield and York; and £70 in all other destinations. Please note that these hotel ceiling rates are subject to change throughout the life of the contract.

Expenditure on dinner during an overnight stay must not exceed a maximum limit of £25, including a drink.

Receipts for all rail travel, hotel and food expenses will be required as proof of expenditure and will be reimbursed at cost. No profit or additional cost shall be applied by the contractor to such personal expenses.

**APPENDIX B - PRIOR RIGHTS SCHEDULE**

Details of Prior Rights held by the Parties (To be updated as Rights are introduced during the period of the Contract)

Prior Rights owned or lawfully used by a Party, whether under licence or otherwise, which it introduces to the Project for the purposes of fulfilling its obligations under the Contract.

Held by the Environment Agency

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project**  | **Proprietary owner of the Prior Rights** |
|  |  |  |
|  |  |  |
|  |  |  |

Held by the Contractor

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project**  | **Proprietary owner of the Prior Rights** |
|  |  |  |
|  |  |  |
|  |  |  |

**Explanation of Contractor's Prior Rights**
All Intellectual Property Rights owned by or lawfully used by the Contractor, whether under licence or otherwise before the date of this Contract. It can also mean any invention and know how or other intellectual property (whether or not patentable) owned by one of the parties prior to the commencement of the Project, or devised or discovered by one of them only in the course of other projects during the Project period and not arising directly from the Project.

**APPENDIX C – ACCEPTANCE OF TERMS AND CONDITIONS**

I/We accept in full the terms and conditions named in Section 2 and appended to this Request for Quote document.

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

Name

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

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

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

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