Request for Quotation

**Deer Drone Survey 2024/25**

12/11/2024

Request for Quotation

**Deer Drone Survey 2024/25**

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: john.minney@naturalengland.org.uk

Date: **6th December 2024**

Time: 11:59pm

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

John Minney 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 | 12th November 2024 |
| Deadline for clarifications questions | 29th November 2024 at 11:59pm |
| Deadline for receipt of Quotation | 16th December 2024 at 12:00pm |
| Intended date of Contract Award | 15th January 2025 |
| Intended Contract Start Date | 1st February 2025 |
| Intended Delivery Date / Contract Duration | 25th March 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):

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| --- | --- |
|  |  |
| “Authority” | means the Department for Environment, Food and Rural Affairs acting as part of 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

# Specification

**Deer Density Study; using Airiel drones**

# Introduction

Natural England is working in conjunction with the following partners to ascertain the deer density and movement routes in the ‘project area’ in order to allow for greater collaboration between the listed partners and a subsequent increase in the numbers of deer culled.

* Bulwick Estate
* Deene Estate
* Blatherwyke Estate
* Burghley Estate
* Collier Land Holding
* A Clark (Winchelsea)
* Forestry England
* Natural England

We will be awarding a contract for Landscape Deer Density surveys in the north of the Rockingham Forest National Character Area. Rockingham Forest National Character Area (NCA) is essentially a broad, low, undulating ridge underlain by Jurassic limestone which falls away from a prominent, steep northern scarp overlooking the Welland Valley. Large areas of woodland remain a significant feature of the landscape and, while not forming continuous belts, the blocks of woodland often coalesce visually with hedgerow trees and smaller copses to increase the perception of extensive woodland cover across the landscape.  
The landscape is a patchwork of woodland and large- to medium-sized fields of mixed arable with some pastoral use surrounding small nucleated villages. Fields are commonly bounded by well-managed hedgerows with mature trees or drystone walls and display the rectilinear pattern of the enclosures set within a more sinuous pattern of older enclosures, winding lanes and watercourses.

The survey and subsequent report need to be completed by 25th March 2025. The expectation is for the drone surveys to be completed between mid-February and mid-March 2025.

# Statement of requirements

## General requirements

Natural England have a requirement for a programme of surveys to provide the following with high confidence levels:

* + Baseline deer densities (deer/km2) across the project landscape.
  + Visual evidence to confirm species presence and distribution.
  + Deer impact data across those landscape to include woodland and agricultural land.
  + The survey data provided must be compatible with ESRI systems and AGOL.

The surveys will evidence the impact of deer across a number of priority sites in Rockingham Forest to establish a landscape scale population density baseline and enable monitoring of the effectiveness of future management and Deer Strategy actions.

The surveys will be required across the area, as defined by **map 1**.

Note: the surveys will require the Contractor to visit sites across the area. We will not be paying any travel and subsistence costs to the successful Contractor; therefore, bidders should factor this into their pricing schedule submission. Payment will be made on completion of larger sites / package of smaller sites. The exact payment structure will be discussed and agreed at pre-commencement. The rates submitted at tender will be fixed for the duration of the agreement.

The spatial and numerical data is to be submitted by the Contractor within an agreed period after each survey. The Contractor will be provided with an initial programme of work during contract pre-commencement. As subsequent survey requirements are identified, this will be discussed and agreed with the Contractor throughout the contract duration. The Contractor will be notified of additional survey requirements with at least two weeks advance notice.

The Contractor must provide all the equipment required to conduct the surveys, e.g., drones, cameras, suitable vehicles/transportation for access on unmetalled roads, etc.

## Quality Standards

The Contractor must provide a thermal imaging census of defined areas using thermal imagery and daylight cameras to achieve deer distribution and density of the project area. The data requires analysis to, where possible, identify species, age class and sex of deer survey. Data formats include jpg imagery, mpeg film clips, excel spreadsheets and shapefiles transferrable to the Commission ESRI GIS (environmental systems research institute geographic information system) systems. Interpretation of the data is also required to ensure comparison and confidence levels when considering similar surveys. Contractor must have a proven record in surveying different species and habitats across England.

## Health and safety

All equipment and installations must meet the requirements of all applicable UK legislation and standards and be CE marked.

The Contractor's work and the equipment and installation must comply fully with the requirements of UK Legislation, including but not limited to:

* Health and Safety at Work Act 1974
* Provision and Use of Work Equipment Regulations (PUWER) 1998
* Supply of Machinery Regulations 2008

The Contractor must comply with any other acts, orders, regulations and codes of practice relating to Health & Safety in the UK which may apply to the equipment or to staff and other persons working on our premises in the performance of the contract.

In addition to this, all staff and other persons working on our land must comply with the Commission’s Health & Safety requirements.

Before any work commences on our premises, the Contractor will need to submit a risk assessment and methods statement for the proposed work, in order to be approved by the Natural England contract manager. This is to include all names of contractor personnel, including subcontractors, who will be attending site.

Specifically in relation to UAV (Drone) use, the Contractor must hold the following certification:

* UAV General Visual Line of Sight Certificate.
* CAA Operational Authorisation
* UAV Flyer ID
* A2 of 2 (within CAP2005)

If proposing to lone work, the Contractor must have an appropriate lone working system in place.

# Project management

Natural England will assign a named project manager (PM). The PM and supporting team will work with the winning Contractor’s PM team to deliver this project to time and to budget. Contractors must ensure that they cost within their proposals all necessary visits and meetings.

# Dependencies

The Contractor should define any dependencies that the Natural England is required to meet in order to fulfil the contract. Where these have cost implications to the overall fulfilment of the project then these costs will added to the total cost of purchase.

# Communication

The Contractor will be required to attend at least one pre-commencement meeting each year to plan the contract and coordinate its management.

Good levels of communication are required with the Natural England team. The Contractor will notify the Natural England contract manager in advance of the times and dates when they expect to be on site, if not detailed in the pre-commencement meeting.

Due to potential sensitivities regarding this contract exercise, any publications of communications that the Contractor intends to issue about the study must have prior written approval from the Natural England contract manager.

**Contact details of landowners/Occupiers**

**Deene Park**

Simon Hickling, The estate Office, Deene Park, Corby, NN17 3EW.

Tel: 01780 450361 Email [Simon.hickling@deenepark.com](mailto:Simon.hickling@deenepark.com)

**Bulwick Estate**

Graham Garratt, Bulwick Estate Office, Harringworth Lodge, Deene Rd, Corby, NN17 3AB

Tel: 07970252134 Email [Graham@Bulwick.com](mailto:Graham@Bulwick.com)

**Blatherwyke Estate**

Angus Gunning, Victoria Mills, London Rd, Wellingborough, NN8 2DT

Tel: 07808736607 Email [Angus.gunning@Blatherwykeestate.co.uk](mailto:Angus.gunning@Blatherwykeestate.co.uk)

**Burghley Estate**

Peter Glassey, Burghley Estate Office, Stamford, PE9 2LQ.

Tei: 07714127146 Email Peter,Glassey@burghley.co.uk

**Collier Land Holdings**

Gavin Chambers (Deene Keeper)

Tel: 07786554727 Email [Gavin.Chambers@deenepark.com](mailto:Gavin.Chambers@deenepark.com)

**Austin Clark (Winchelsea)**

Gavin Chambers (Deene Keeper)

Tel: 07786554727 Email [Gavin.Chambers@deenepark.com](mailto:Gavin.Chambers@deenepark.com)

**Forestry England**

Karl Ivens, Wildlife Ranger Manager, Central England Forest District

Tel: 07771667118 Email [Karl.Ivens@Forestryengland.uk](mailto:Karl.Ivens@Forestryengland.uk)

**Natural England**

**Collyweston NNR**. Kevin Lunham, West Anglia National Nature Reserves – Collyweston Group

Tel: 07423 783 535 Email [kevin.lunham@naturalengland.org.uk](mailto:kevin.lunham@naturalengland.org.uk)

**Weldon Park.** John Minney SSSI Responsible Officer

Tel Email [john.minney@naturalengland.org.uk](mailto:john.minney@naturalengland.org.uk)

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. Invoice for payment should be submitted upon completion and satisfactory sign off from Natural England

It is anticipated that this contract will be awarded for a period of 4 months to end no later than 30th April 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

|  |  |  |
| --- | --- | --- |
| Criteria | weighting | To include: |
| Technical (quality) | 50 | * Proposed methodology – how will they provide / deliver what you have specified and what are the associated timeframes? * Key personnel who will be directly involved with this contract – what experience do they have, or do you need to set a minimum experience / technical knowledge threshold? This may relate more to services or goods that require a service provision. * Recent experience of carrying out similar contracts * Quality Assurance measures * Management of Health and Safety. |
| Commercial (price) | 50 | * Submission of costing, showing good value for money |

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

Technical – 50%

Commercial – 50%

Evaluation criteria

Evaluation weightings are 50% technical and 50% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 50% | Service / Product Proposal | Methodology | 1 Question  Q1 50% of technical score available) |
| Key personnel | 1 Question  Q2 20% of technical score available) |
| Quality Assurance measures | 1 Question  Q3. 20% of technical score available) |
| Health & Safety | 1 Question  Q5 10% of technical score available) |
| Commercial | 50% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q4 100% of commercial score available |

Technical (50%)

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. 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. Provide details of the team’s drone pilots | Provide examples of where your intended key contractor staff have previously delivered similar requirements. |

|  |  |
| --- | --- |
| Quality Assurance Measures | Detailed Evaluation Criteria |
| Q3. Detail your contract management processes for this contract, including but not limited to:   * Reporting * Response times * Quality assurance processes * Contingency resource in the event of key contractor staff absence. | Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| Health & Safety | Detailed Evaluation Criteria |
| Q4.1 Contractor conducts surveys in adherence to all H&S requirements, including any site-specific requirements. | Have information in sufficient detail to allow a full appraisal of Health & Safety protocol. |

Commercial 50%

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 50% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 50% (Maximum available marks)

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

Information to be returned

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

Please complete and return the following information:

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

Award

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

The successful supplier will be issued the contract via a Purchase Order.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

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

Part 1.1 Potential Supplier Information:

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

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

Part 1.2 Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

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

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

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

