



Date: September 17th 2024.

Dear Sir or Madam,

TENDER FOR SHINGLE HABITAT RESTORATION ON THE MEDMERRY RSPB RESERVE ISLANDS (MEDMERRY, WEST SUSSEX).

To be delivered in the period February-March 2025.

You are invited to tender in competition with others to provide the goods and/or services specified above to the RSPB.

The following documents are enclosed and must be, where applicable, completed and signed on behalf of the supplier.

Document A	Instruction and Information
Document B	RSPB: A Brief Introduction
Document C	Specification of Goods / Services
Document D	Company Information
Document E	Form of Offer
Document F	Terms and Conditions
Document G	Certificate of Bona Fide Offer

Your tender response should be emailed to wez.smith@RSPB.org.uk by 09:00 on Monday October 28th 2024.

Only tenders submitted in accordance with the RSPB's Terms and Conditions will be considered. Any tenders that are incomplete, or received after the time indicated, may be disregarded.

If you wish to discuss any aspect of this tender prior to tendering, please email Wez.Smith@rspb.org.uk.

Yours faithfully

Wez Smith – Senior Project Manager, RSPB

This project is being funded and delivered as part of the Solent Seascape Project, an ambitious 5 year project that aims to deliver significant seascape scale nature restoration within the Solent. Along with other elements nationally, they also form part of our Species Coastal and Wetlands Programme.



Document A

Instructions and information

1. This document is designed to be completed electronically. You are required to mark boxes, insert information or submit additional documentation in response to the questions herein. Whilst the text boxes should expand as you add text, if there is insufficient space for your response please attach a separate document clearly marked with the name of your Company, the reference number and the number(s) of the question(s) to which it relates. Please 'sign' this document by adding your name to the end of Document G.
2. If you are unable to comply with a request for information or provide documentation requested then a written account explaining the absence of the information must accompany the return of this tender. Please be aware that the failure to respond to any of the questions, without a written reason, may result in a negative evaluation of that element within the overall evaluation of this questionnaire.
3. The RSPB may require supplementary information or clarification or further evidence of the information given. The RSPB may wish to visit reference sites given as evidence of relevant experience.
4. The RSPB may request interviews with all or a selection of applicants or none. Applicants will be notified in due course. The ability of suppliers may also be determined by, amongst other factors, references, certification, site visits and 'mystery shopping'.
5. Please answer the questions specifically for your company, NOT for the group if you are part of a group of companies. Please note the term "Company" refers to: Sole proprietor, partnership, incorporated company, co-operative, or voluntary organisation as appropriate.
6. During the term of this agreement and for 1 year thereafter, neither party shall solicit to work for any person who is or was employed by the other party and who has been involved in the provision of the Services at any time during the preceding 12 months. For the avoidance of doubt, if a person who is or was employed by the other party at the relevant time responds to a publicly advertised recruitment campaign, the recruiting party shall not be deemed to have solicited that person from the other party. If either party is in breach of this it shall pay to the other party an amount equivalent to the gross salary paid by that other party to the relevant employee for the final 12 months of employment.
7. No charge will be made to the RSPB by applicants for any preparation costs accrued during the tender process, whether the applicant was successful or not.
8. You are invited to submit your best offer for the work as detailed below. The RSPB reserves the right to undertake post-tender negotiations.
9. If you require any further information or clarification regarding this tender, please email Wez.Smith@rspb.org.uk.
10. It should be noted that in any contractual relationship that is subsequently entered into, reference will be made to the detailed information provided in the formal response to this tender document provided by the successful organisation. Thus, answers and information given in your reply will become a binding part of the contractual obligations between yourselves and the RSPB.

11. Timetable

Invitation to Tender document sent out	Tuesday September 17 th 2024
Tender documents to be returned	Monday October 28 th 2024 before 09:00.
Award of contract	Monday November 4 th 2024
Commencement of works	February 2025
End of contract	On site completion, before end of March 2025.

12. The RSPB does not bind itself to accept the lowest or any Tender and reserves the right to accept part only of a Tender. RSPB reserves the right to procure individual elements of the required solution from one or more supplier as appropriate.

Whilst the RSPB aims to provide feedback on failed submissions this may not always be possible, and the RSPB is under no obligation to do so.

13. Tender Evaluation Process

Tenders that fail to meet essential requirements may be excluded from consideration.

Tenders that fulfil essential requirements will be evaluated on the basis of the most economically advantageous tender. Weightings as detailed below.

Criterion	Weighting
Ability to meet the tender criteria, setting out a proposed methodology for its completion.	40%
Cost of services	40%
Health & Safety plus Environmental considerations	20%



Document B

A Brief Introduction

For details on the RSPB's challenges and achievements in the previous financial year please go to [How the RSPB is Run | About Us - The RSPB](#).

For an overview of the RSPB please go to: [About the RSPB - The RSPB](#)

Background context to the project and site

The Medmerry nature reserve was created just over a decade ago and covers a large area of coastal realignment, surrounded by farmland, lagoons and supporting habitat. At its centre are four islands created during the ground work phase of the realignment project (before the coastal breach was carried out). These islands were topped with shingle in crescents on their western edge with the purpose of providing habitat for breeding seabirds and shorebirds. These are birds that nest on the ground, laying their eggs directly into small bowl shape that they create on bare shingle or sand.



Figure 1: the Medmerry Seabird islands, showing shingle areas, as they were at creation in 2013. View is looking North East on a spring tide high water.

In the first two years after creation, the islands saw interest from breeding little terns (including unconfirmed breeding), Ringed Plover and Oystercatcher. Since this point however, vegetation has steadily increased on the bare shingle until the point of it being unusable for breeding by the designated seabird and shorebird species. As a result, by 2023, only a single pair of Oystercatcher nested on these islands. The RSPB are now in a position via the Solent Seascape Project to restore these areas to bare substrate and set the conditions for a large seabird colony to form. Our aim would see the site utilised by early succession species first (Ringed Plover, Little Tern, Oystercatcher) with the conditions being created for colonisation by Black-headed Gulls, Sandwich Tern and Common Tern.



Figure 2: The southern three of the Medmerry Seabird Islands as of 2023, showing their now heavily vegetated form. View looking south towards the breach site (at low water).



Figure 3: The view south east across the shingle of Island 2 in March 2016, three years after placement, showing bare shingle and early succession vegetation.



Figure 4: The view across the same area of island 2 in summer 2024 (looking south), showing a mix of thistle, bristly oxtongue and bramble covering the shingle.

In order to restore the tern and shorebird nesting habitat within the heart of the Medmerry realignment site to a useable state, the existing shingle will need to be cleared and re-spread, restarting the succession of annual vegetation to year one. In addition to this, the surrounding vegetation will require some initial cutting back to create a buffer of low vegetation backed by a mosaic of supporting habitat for a number of species. The erection of removable fence posts for seasonal fences will also need to be carried out (the actual seasonal fencing will be erected by staff later).

Access is a significant difficulty for delivery of these works with seawater surrounding the islands at high water, and soft mud limiting access on the crossing points at low water.

The permissions in place allow for the works to take place before October 31st, or between February 1st and April 1st (although due to the bird breeding season, any large vegetation removal would need to take place early in the spring window with vegetation removal complete by mid March).

BRIEF DESCRIPTION OF WORKS

The information below is not intended to limit creative or original thinking in the preparation of proposals.

The primary aim of this project is to restore 0.8ha of shingle on a series of four islands within our Medmerry nature reserve by mechanical clearance and redepositing the top 20cm of shingle to form fresh, bare substrate. This will be accompanied by the cutting of a buffer layer of vegetation next to the shingle, the cutting of patches in a further area beyond this, and installation of removable fence posts for a seasonal predator exclusion fence.

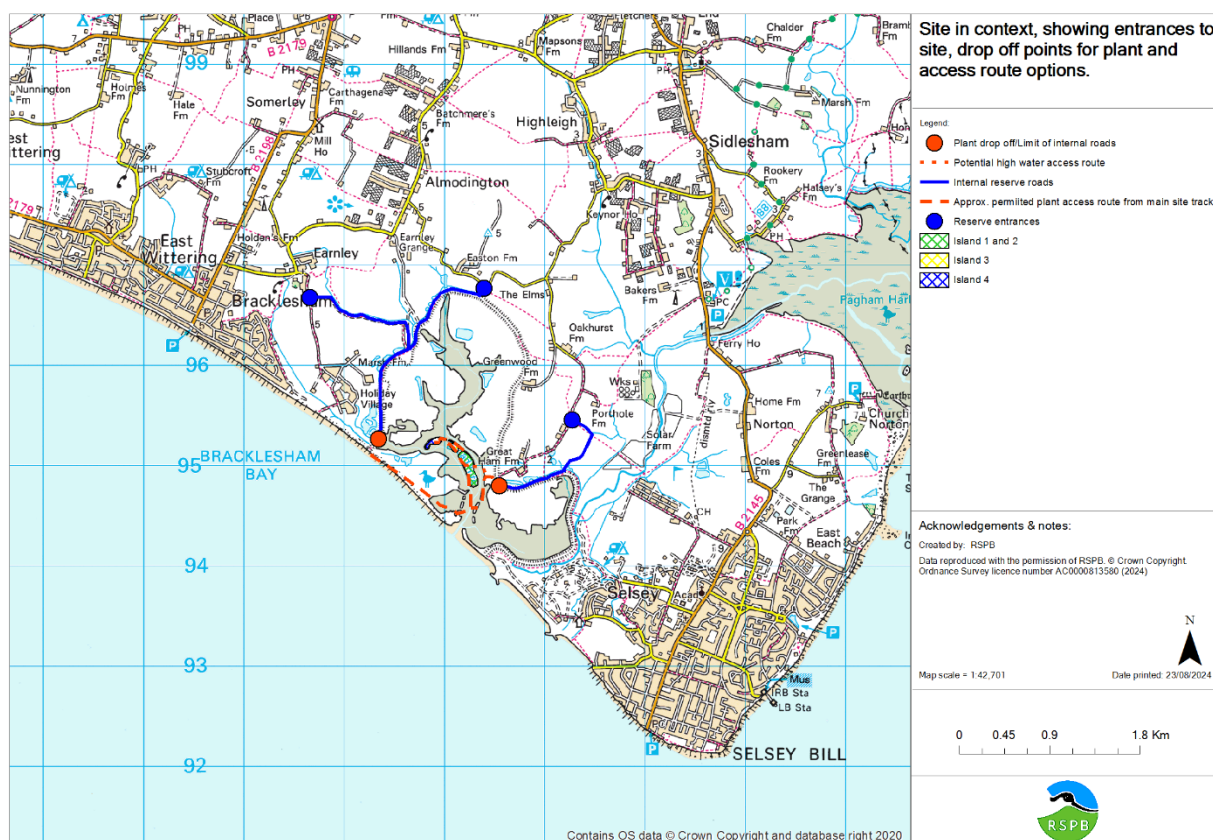


Figure 5: A map showing the work site within the wider area and reserve entrances.

It is envisaged that works will take place in February-March 2025. This window of opportunity is outlined in our permission in order to limit the disturbance to the designated birdlife for whom the project is being carried out. Activities are permitted in April but earlier completion is preferred.

Flexibility in how our aims are achieved is open to the tendering party, but the main principles are to be incorporated.

Access from the main shore to the southern most islands (Island 1 and 2) is across soft tidal sediment at low water and will likely require amphibious plant at high water due to the limited access (crossing 1). There is also a potential high water only crossing from the east which would significantly reduce tracking time (crossing 2). Once onto Island 1, the other islands can be accessed in linear succession from the south to north. Islands 1 and 2 are joined in a single landmass. Access to Islands 3 and 4 however is again over soft tidal sediment and amphibious plant machinery will be needed (crossings 3 and 4). Personal access around the site is possible by either using mud pattens/mudders at low water, or a small boat at high water. Careful consideration to the tide and safety will be needed in planning works.



Figure 6: A map showing permitted access for plant machinery on site and suggested offloading points.

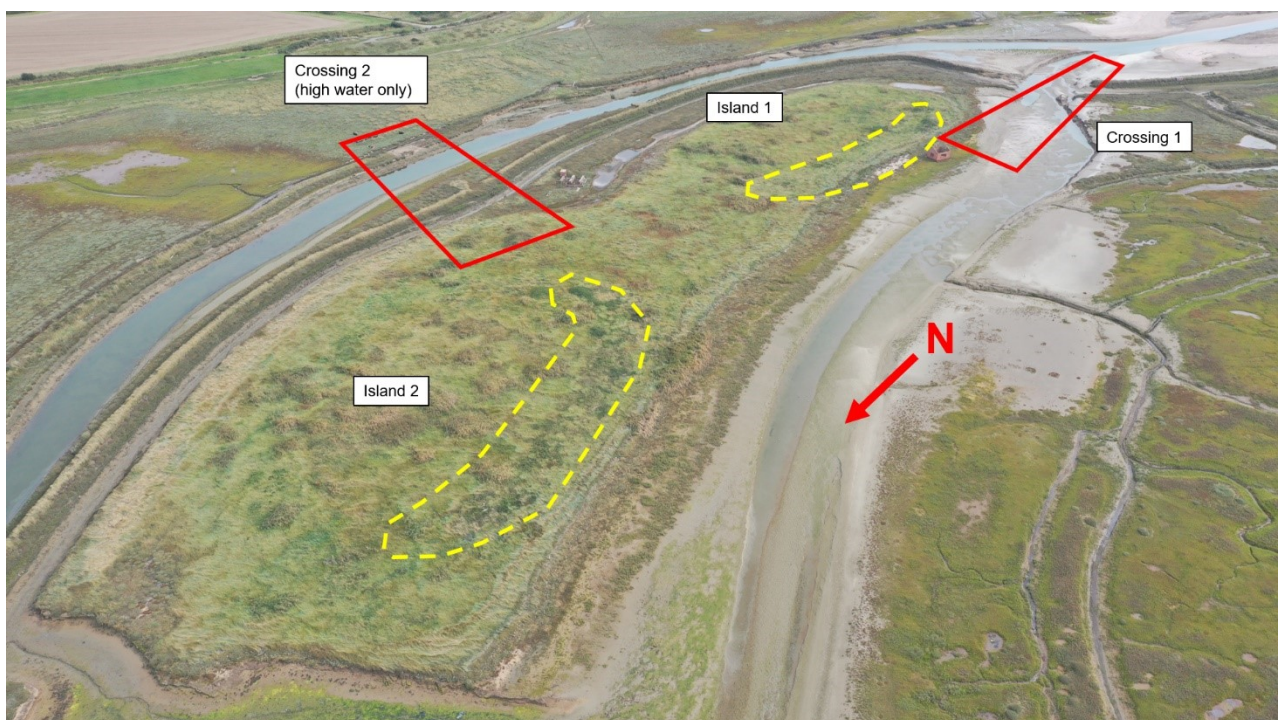


Figure 7: Islands 1 and 2, showing the potential initial crossing points (red boxes) and shingle areas to be cleared (yellow dash). Photo taken at low water.



Figure 8: A photo looking north across crossing 1 on a spring low. The middle area is unstable.



Figure 9: Crossing point 2, the potential high water crossing from the east to Island 1 and 2, as seen at high water.



Figure 10: Islands 3 and 4, showing the potential crossing points (red boxes) and shingle areas (yellow dash). Photo taken at low water.



Figure 11: Islands 3 and 4, showing the potential crossing points (red boxes) at high water.



Figure 12: Crossing point 3 at low water showing depth. This sediment here is soft and non supporting. An amphibious approach is preferred.

Once on the islands, plant machinery must be used to restore the shingle to a bare substrate that can attract seabirds to nest, utilising the material already placed in 2013. Removal of as much of the vegetation as possible is needed to create an early successional state. Test pits have shown that the shingle is approximately 10-30cm deep (see fig 6), with varying gradients and varying vegetation cover. Our initial vision is that the shingle should be mechanically scraped clear, formed into piles and then redistributed within the same area. Some placement from lower to higher areas within the shingle area would be welcome to add resilience for sea level rise.



Figure 13: A view across the now covered shingle area in summer 2024, showing bramble.



Figure 14: A typical view of the shingle once cleared of surface vegetation.



Figure 15: A hand cleared area of shingle, showing the nature of material below.

The shingle area and perimeter on each island varies, we have determined them to be the following sizes:

Island 1: The shingle crescent covers approximately 0.28ha with a perimeter of 290m

Island 2: The shingle crescent covers approximately 0.2ha with a perimeter of 250m

Island 3: The shingle crescent covers approximately 0.18ha with a perimeter of 218m

Island 4: The shingle crescent covers approximately 0.12ha with a perimeter of 160m

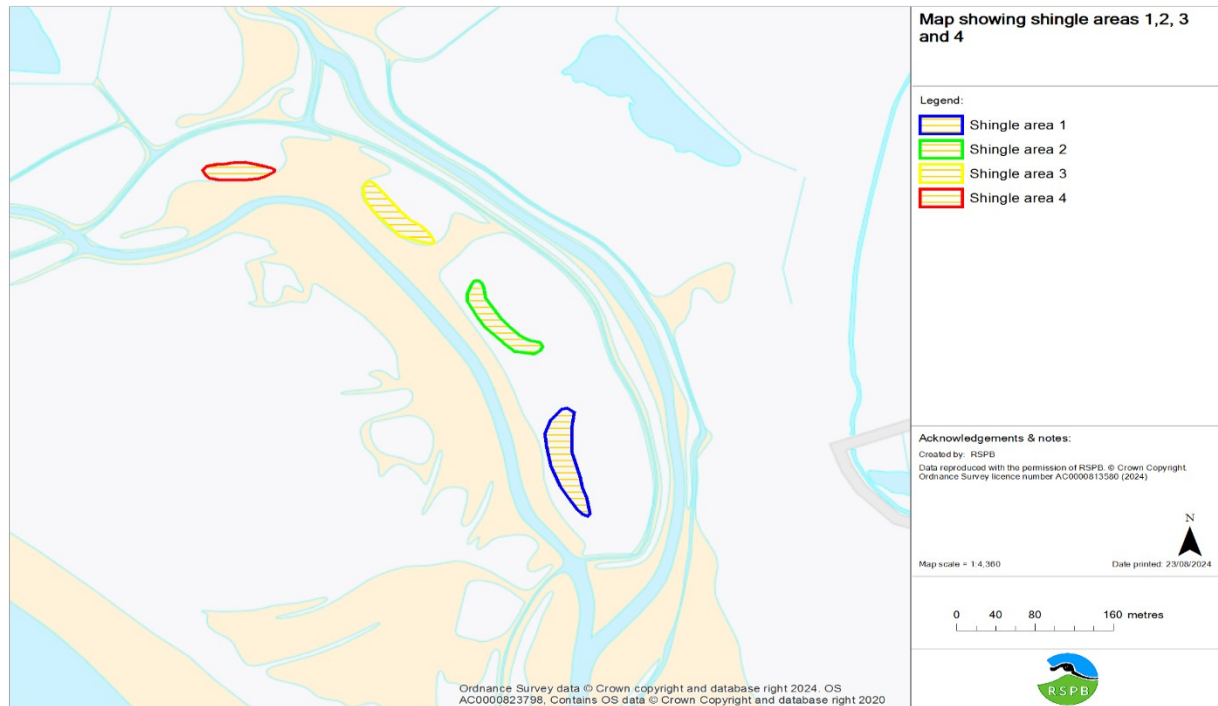


Figure 16: A map showing the respective shingle areas within the project site.

A zone behind each shingle area, and extending for approximately 20m, is to be cut to ground level (less than 5cm) to create a lower sward height of grass ahead of the breeding season and provide a buffer zone to the shingle. This area will be marked on site, but covers the following approximate sizes:

Island 1: The short grass buffer zone is approximately 0.35ha

Island 2: The short grass buffer zone is approximately 0.47ha

Island 3: The short grass buffer zone is approximately 0.26ha

Island 4: The short grass buffer zone is approximately 0.36ha

A further zone, to the rear of islands 1 and 2, and to the west of island 4, is to have vegetation cut to ground level (less than 5cm) in irregular patches to form a mosaic of supporting habitat. These can be determined by the situation on the ground, but will be approximately 1-10m diameter and, in total, cover 10-15% of following approximate areas:

Island 1 and 2: The supporting mosaic area is approximately 1.6ha (with 0.16ha being cut in irregular patches avoiding the existing reeds in this area).

Island 4: The supporting mosaic area is approximately 0.33ha (with 0.03ha being cut in irregular patches avoiding the existing reeds in this area).

Finally, each cleared shingle area will need a set of fence posts installed around their perimeter for a seasonal predator exclusion fence. The fence posts need to extend to a height of approx. 1.2m above ground level and are envisioned to be 50-90mm in thickness, with the ability to take them down in late summer and re-erect each spring. This may be achieved via the use of boring, spikes

or any other method that allows for easy removal and resecuring on a seasonal basis. Posts will be needed approximately every 8m as follows:

Island 1: 36 posts to be inserted around a perimeter of 290m

Island 2: 31 posts to be inserted around a perimeter of 250m

Island 3: 27 posts to be inserted around a perimeter of 218m

Island 4: 20 posts to be inserted around a perimeter of 160m

The approximate seasonal fence perimeter is marked with a red dashed line in the maps on figures 18, 19, 21, 23 and 24, plus the yellow dashed line on figures 20, 22 and 25.

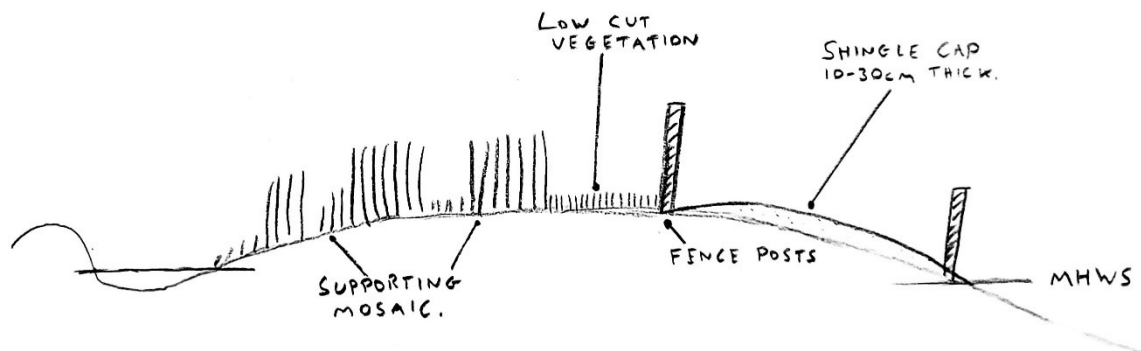


Figure 17: A stylised cross section diagram showing shingle, cutting and fence posts.

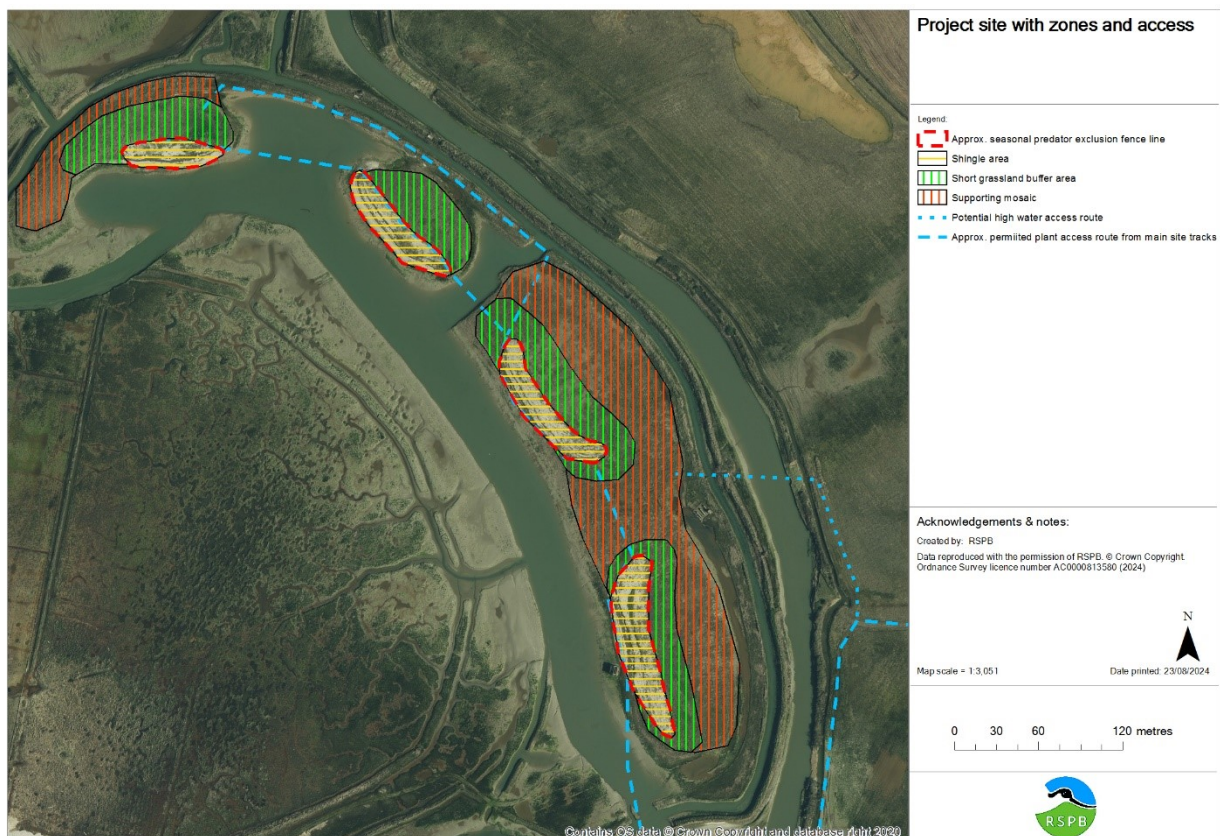


Figure 18: A map showing the different zones on the project site, with access.

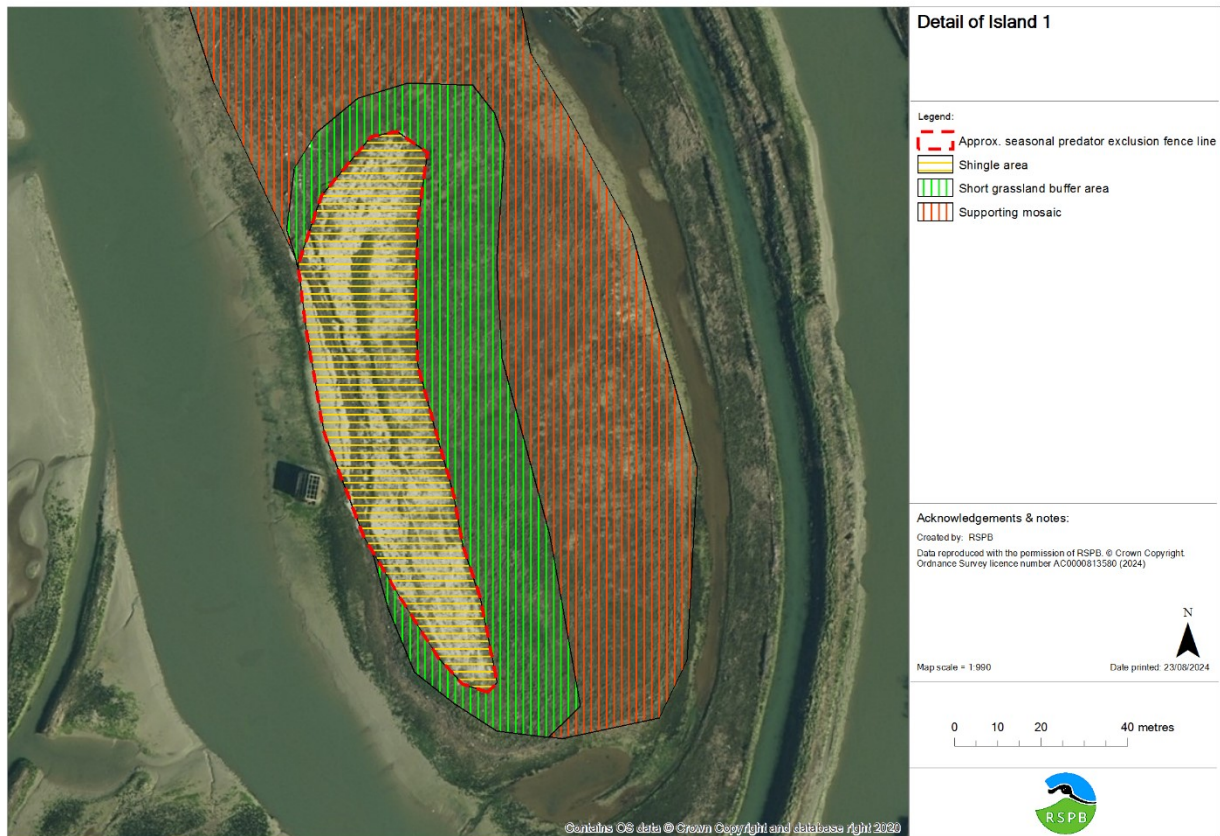


Figure 19: A detailed map of Island 1.



Figure 20: A UAV photo of island 1 at low water showing **shingle**, **buffer** and **supporting mosaic** areas.



Figure 21: A detailed map of Island 2.

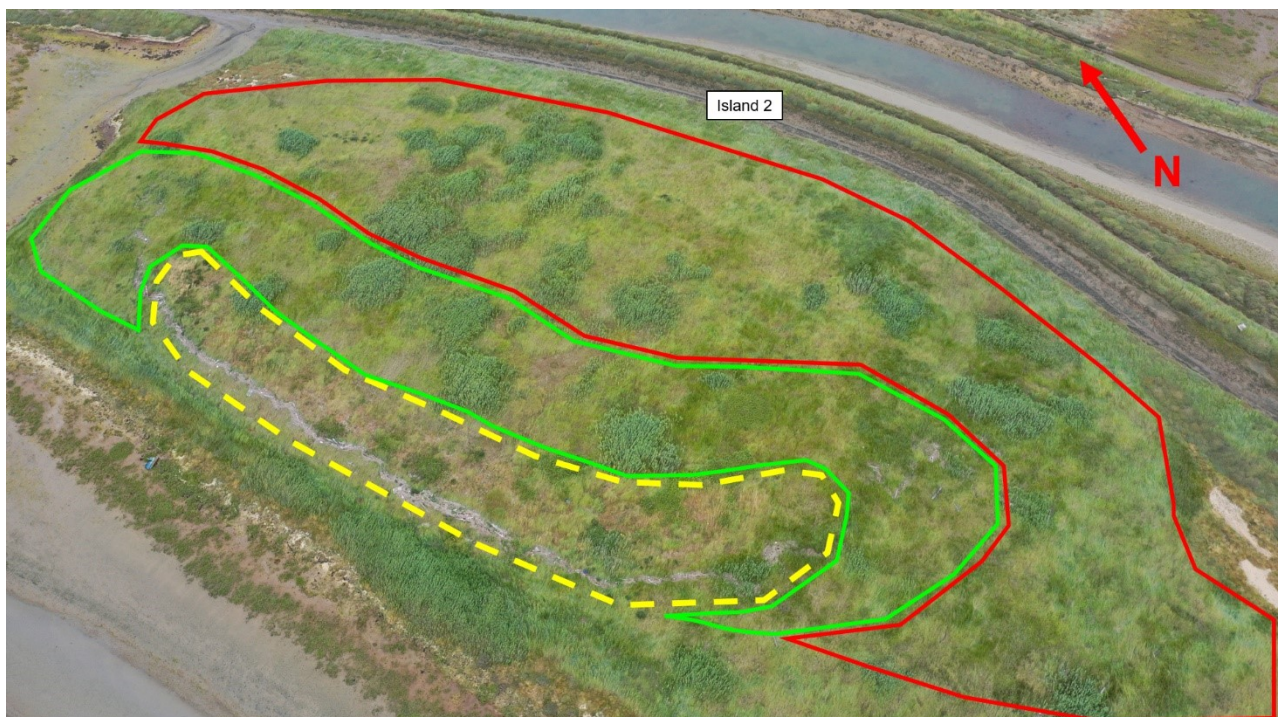


Figure 22: A UAV photo of island 2 at low water showing **shingle**, **buffer** and **supporting mosaic** areas.

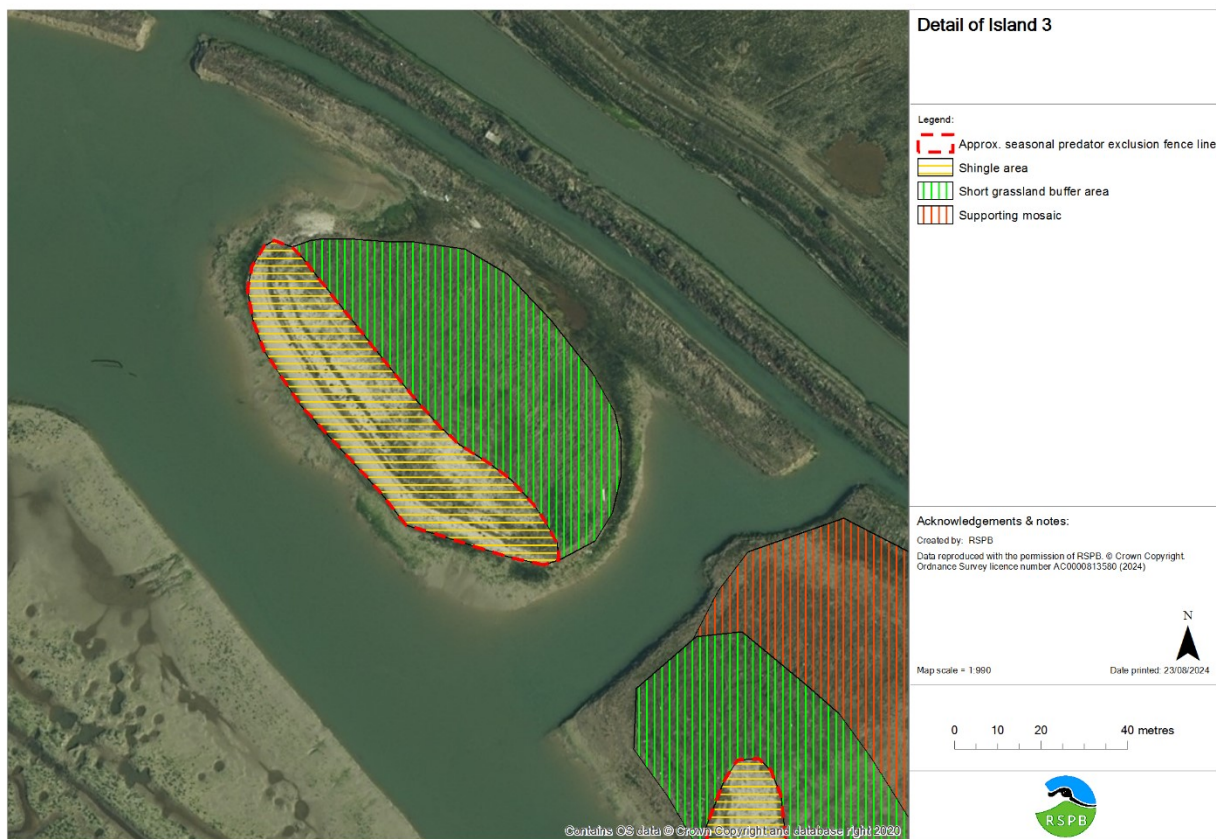


Figure 23: A detailed map of island 3.



Figure 24: A detailed map of island 4.



Figure 25: A UAV photo of islands 3 and 4 at low water showing **shingle, **buffer** and **supporting mosaic** areas**

This part of Medmerry is covered by the Bracklesham Bay SSSI

(<https://designatedsites.naturalengland.org.uk/SiteDetail.aspx?SiteCode=S1004079&SiteName=Bracklesham+bay&countyCode=&responsiblePerson=&SeaArea=&IFCAAarea=> SSSI permission is in place for carrying out the shingle works at this site and is included in the tender pack.

A detailed UXO report is provided in the document pack. The supplier will need to follow its conclusions: a UXO Emergency Response Plan, Virtual UXO Safety and Awareness Briefings as part of site personnel inductions and an On-Call EOD Engineer service.

We expect the selected contractor to manage their operations within the law and spirit of the environmental designations and leave minimal trace of presence upon completion of the task. We expect contractors to co-operate with us throughout the period for which they are working on the project and an atmosphere of openness and trust whereby all parties communicate issues and risks promptly and involve themselves in appropriate and timely resolution.

We will require to see proof of contractors' insurances, relevant qualifications including those related to health and safety.

We expect all people working on the project:

- To be responsible for their own and others' health and safety.
- As this is a nature reserve and designated SSSI, to take extreme care not to harm the environment and to minimise wildlife disturbance.
- To act appropriately as a representative of RSPB on a site that is visible to the public.
- To respect our deadlines (as they are conditions of funding) and the requirements of working on a nature reserve.
- To comply with Construction Design Management Regulations 2015 as well as all other relevant HSE regulations.
- To identify where costs can be saved or where opportunities arise to deliver more within our budgetary constraints.



Document C

Specification

The successful supplier will supply a service to which the following points will apply.

The information below is a statement of minimum requirements and is not intended to limit creative or original thinking in the preparation of proposals.

1. Liaising with the RSPB, the tendering party must be able to access the project site with appropriate machinery during the work period. This will require travelling across the three tidal areas outlined in the works description and supporting documents.

Are you able to meet this specification in full? If so please give details below

If not please state any differences in service offered

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

2. The supplier must restore the shingle on the islands to a bare state, clearing shingle down to approximately 20cm (or less where shingle depth is less), removing vegetation and then re-spreading within the outlined areas of the following size: Island 1) 0.28ha, Island 2) 0.20ha, Island 3) 0.18ha, and Island 4) 0.12ha. These are outlined in yellow on the maps shown in figures 18 to 24.

Are you able to meet this specification in full? If so please give details below

If not please state any differences in service offered

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

3. The supplier must cut the vegetation to ground level (a height of 5cm or less) within the buffer zones. These areas on each island will have their north eastern edge marked (with the south western edge marked by the shingle) and cover the following approximate sizes: Island 1) 0.35ha, Island 2) 0.47ha, Island 3) 0.26ha, and Island 4) 0.36ha. These are outlined in green on the maps shown in figures 18 to 24.

Are you able to meet this specification in full? If so please give details below

If not please state any differences in service offered

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

4. The supplier must cut 10-15% of the vegetation in the supporting mosaic area on islands 1, 2 and 4, to ground level (a height of 5cm or less). This area on each island will have their edge marked on the ground and cover the following approximate sizes: Islands 1 and 2 (combined): 0.16ha (10% of 1.6ha) and Island 4) 0.03ha (10% of 0.33ha). These are outlined in red on the maps shown in figures 18 to 24.

Are you able to meet this specification in full? If so please give details below

If not please state any differences in service offered

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

5. The supplier must meet the Construction (Design & Management) Regulations irrespective of whether or not the project is notifiable to the HSE and also be able to share appropriate health and safety documentation/planning via an exchange of information before commencement.

*Are you able to meet this specification in full? If so please give details below
If not please state any differences in service offered*

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

6. As part of the tender, the supplier must set out in a brief their proposed scheme of works to meet these specifics above. Please use this opportunity to set out your proposed approach to the project, details of the machinery, method etc. We'd also welcome an introduction to the supplier's company and their existing experience if appropriate. New or original solutions to the projects aims are welcome.

*Are you able to meet this specification in full? If so please give details below
If not please state any differences in service offered*

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details



Document D

Company Information

1.0 General

1.1 Registered Name

Trading Name (if different)

1.2 Correspondence Details

Name of person applying on behalf of the company

Address:

Telephone:

Mobile:

Email:

Registered office Address (if different from above)

1.3 Company Registration No (if applicable)

VAT registration number (if applicable)

1.4 Date company was founded (if a limited company, date of incorporation)

1.5 Company structure and nature of company

Please outline the nature of the company, whether it is a partnership, sole trader, plc etc.

Is the company proposed as party to the contract part of a larger organisation? If so please explain the relationship between the various parts of the organisation, up to the ultimate holding company.

Current number of full time equivalent staff currently employed by the company (not larger parent company)

1.6 Accreditation by / Membership of Trade Association(s)

Is your Company registered with any industry accreditation body? YES ☐ NO ☐

If yes, please provide details:

Is your Company on any public sector Framework agreements? YES ☐ NO ☐

If yes, please provide details:

Please state membership of any professional bodies/ other associations below:

1.7 Quality Assurance

Is all / part of your company ISO9001 Quality Assured? YES ☐ NO ☐

Is all / part of your company ISO14001 Quality Assured? YES ☐ NO ☐
If yes please provide copy of certification

Do you have any other Quality Assurance? If Yes, please summarise details below

1.8 Environmental Commitments

Is all / part of your company registered under Science Based Targets
(<https://sciencebasedtargets.org/net-zero>), Business Climate Hub (<https://businessclimatehub.org/uk/>)
or equivalent? YES ☐ NO ☐

If Yes, please summarise details below

2.0 Financial & Business Probity

2.1 Judgements etc.

Are there any judgements, claims or suits pending or outstanding against your company?

Yes ☐ No ☐

If Yes, please provide full details

Has your company ever failed to complete a contract?

Yes ☐ No ☐

If Yes, please provide full details

2.2 Please answer all of the following questions as they apply to your Company's circumstances. Please confirm that:

1) being a company, no resolution has been passed or Order of the Court made for the company's winding up otherwise than for the purposes of bona fide reconstruction or amalgamation, nor has a receiver, manager or administrator on behalf of a creditor been appointed in respect of the company's business or any part thereof, nor is it the subject of any proceedings for any of the above procedures, nor is it the subject of similar procedures under the law of any other state.
Confirmed ☐ **Not confirmed** ☐ **Non-applicable** ☐

2) being a partnership, it has not granted a trust deed or become otherwise apparently insolvent, or it is not the subject of a petition presented for sequestration of its estate.
Confirmed ☐ **Not confirmed** ☐ **Non-applicable** ☐

3) being an individual, you are not bankrupt, or have not had a receiving order or administration order made against you, or have not made a composition or arrangement or trust deed with or for the benefit of your creditors, or have not made any conveyance or assignment for the benefit of your creditors, or have not had a petition presented for sequestration of your estate or do not appear to be able to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EC member state.
Confirmed ☐ **Not confirmed** ☐ **Non-applicable** ☐

4) no Directors, Partners, Associates or the Company Secretary have been involved in any Company which has been liquidated or gone into receivership.
Confirmed ☐ **Not confirmed** ☐ **Non-applicable** ☐

5) none of the Directors, Partners, Associates or the Company Secretary have been convicted of a criminal offence relating to the conduct of their business or profession.
Confirmed ☐ **Not confirmed** ☐ **Non-applicable** ☐

6) neither the Company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.
Confirmed ☐ **Not confirmed** ☐ **Non-applicable** ☐

7) all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EC member state in which the Company is established has been fulfilled
Confirmed ☐ **Not confirmed** ☐ **Non-applicable** ☐

8) all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or the EC member state in which the Company is established have been fulfilled.
Confirmed ☐ **Not confirmed** ☐ **Non-applicable** ☐

If you have ticked '**Not confirmed**' for any questions above please give details here

2.3 Please list the names of any Director, Partner, Associate or Company Secretary who have been employed by the RSPB, giving department and dates.

Please give details of any Director, Partner, Associate or Company Secretary who have a relative who is employed by the RSPB at a senior level.

Please list the names of any Director, Partner, Associate or Company Secretary who have any involvement in other Companies who provide services to the RSPB

Is any work being undertaken or likely to be undertaken during the next three years by the Company or staff within it which could give rise to a conflict of interest through acting for third parties or otherwise? If yes, please explain the actual or likely circumstances and how such potential conflicts of interest would be handled.

2.4 Insurances (a scanned copy of each certificate may be requested)

	Insurer	Policy No	Value of Cover	Expiry Date
Employers Liability				
Public Liability				
Prof. Indemnity				
All Risks (if applicable)				

2.5 Has your company (or any building/project you have undertaken) won any awards, accolades or recognition?

YES ☐ **NO** ☐ If yes please provide full details.

3.0 Health & Safety and Environment**3.1** Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of health & safety legislation?

YES ☐ **NO** ☐ If yes please provide full details.

3.2 Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of environmental legislation?

YES ☐ **NO** ☐ If yes please provide full details.

3.3 Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of data protection legislation?

YES ☐ **NO** ☐ If yes please provide full details.

3.4

Have any restrictive clauses in relation to your company's Employer's Liability, Public Liability or Professional Indemnity Insurance policies been enforced in the last 5 years due to past Health & Safety performance?

YES ☐ **NO** ☐ If yes please provide full details.



Document E

Form of Offer

Cost

Please set out below a breakdown of your tender quote.

Indicate full details of expected payment terms including any upfront payments required to cover the cost of equipment/materials.

Cost of completing project as outlined in specifications (Document C).	£ + VAT
Assumptions:	

Added Value

As well as any charity rate that you may be able to offer, the RSPB is always open to corporate partnerships that deliver benefit to your organisation, the RSPB and nature. Working as part of your CSR agenda we can provide opportunities for fundraising, secondments, interns and volunteering, offering your staff both personal and career development opportunities. We also welcome all forms of gifts in kind as valuable contributions to our work.

Suppliers should provide details of any associated added value features/services/gifts in kind available to the RSPB under the terms of this Tender. (Attach separate document if needed).

Please note, added value donations will not be part of the criteria we use to decide on which supplier to choose.

--

References

Suppliers are requested to provide details of three references from their existing clientele, supplying full name, address, telephone number, email address, contact name, period of Contract and the estimated annual value of the Contract. In supplying this information, Suppliers shall have granted the RSPB permission to seek such information as deemed necessary, in relation to the Suppliers performance with their nominated references.

Reference 1

Company Name		
Address		
Telephone No		Ext
Email		
Contact		Dates of work
Nature of work done		Value of contract

Reference 2

Company Name		
Address		
Telephone No		Ext
Email		
Contact		Dates of work
Nature of work done		Value of contract

Reference 3

Company Name		
Address		
Telephone No		Ext
Email		
Contact		Dates of Work
Nature of work done		Value of contract



Document F

RSPB Terms and Conditions

The basis of the contractual agreement between RSPB and the applicant is detailed in the [‘RSPB Terms and Conditions of Purchase of Goods and Services’](#) – please click on this link to download. In applying for this tender you are explicitly agreeing to be bound by these Terms and Conditions for the duration of the contract. If you require any alterations to these Terms and Conditions please state your issues below. (Attach separate document if needed)

The RSPB expects that all suppliers it works with to adhere to certain ethical and environmental standards. Please download the [RSPB Ethical and Environmental Procurement Policy](#) and tick this box if you agree to be bound by its terms and conditions ☐



Document G

Certificate of Bona Fide Offer

We certify that this offer is made in good faith, and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not:

- 1
 - a) communicate to any person other than the person inviting these offers the amount or approximate amount of the offer or proposed offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain insurance quotations required for the preparation of the offer;
 - b) enter into any agreement with any other person that s/he shall refrain from making an offer or as to the amount of any offer to be submitted;
- 2 pay, give or offer or agree to pay or to give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any offer or proposed offer for the goods/services any act or thing of the sort described in 1 a) or 1 b) above.

We acknowledge that if we acted or shall act in contravention of this certificate, the RSPB will be entitled to cancel the agreement and to recover from ourselves the amount of any loss and expense resulting from such cancellation.

I state that everything in this tender submission is truthful, that if found to be untruthful the RSPB can terminate any agreement between the RSPB and the company formed on the basis of this tender, and we will pay to the RSPB any loss or expenses the RSPB suffers as a result of such untruthfulness, whether an agreement is entered into or not.

In this certificate, the word “person” includes any persons and any body or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal, and whether legally binding or not.

Signed	
On behalf of	
Date	

Please note: a name added in an electronic document is functionally equivalent to a signature.