



Request for Quotation

Allonby Bay Highly Protected Marine Area Saline Contaminant Analysis

18 June 2024

Request for Quotation

Allonby Bay Highly Protected Marine Area Aqueous Contaminant Analysis

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: hpmas@naturalengland.org.uk

Date: 02/07/2024

Time: 12:00

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

Christine Singfield 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	18-Jun-2024 at 12:00 BST
Deadline for clarifications questions	25-Jun-2024 at 12:00 BST
Deadline for receipt of Quotation	02-Jul-2024 at 12:00 BST
Intended date of Contract Award	11-Jul-2024
Intended Contract Start Date	15-Jul-2024
Intended Delivery Date / Contract Duration	15-Jul-2024 to 27-Mar-2025

Section 1: General Information

Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

"Authority"	means Natural England who is the Contracting Authority.
"Contract"	means the contract to be entered into by the Authority and the successful supplier.

“Response”	means the information submitted by a supplier in response to the RFQ.
“RFQ”	means this Request for Quotation and all related documents published by the Authority and made available to suppliers.

Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

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

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

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

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

Amendments

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

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

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

Conditions of Contract

The Authority's

- Standard Good and Services Terms & Conditions (used for purchases under £50k)

can be located on the [Natural England Website](#) 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](#).

- meet the standards set out in the [Government's Supplier Code of Conduct](#)
- work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England is the government's advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England's natural wealth for the benefit of everyone.

Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England's rich natural environment can adapt and survive intact for future generations to enjoy.

Allonby Bay Highly Protected Marine Area Saline Contaminant Analysis

1 Requirement

1.1 Background to the specific work area relevant to this purchase

Highly Protected Marine Areas (HPMAs) are areas of the sea that allow for the protection and full recovery of marine ecosystems. By designating areas of sea with high levels of protection, HPMAs will allow nature to fully recover to a more natural state, allowing the ecosystem to thrive. They prohibit extractive, destructive and depositional uses, allowing only non-damaging levels of other activities to the extent permitted by international law. HPMAs will protect all species and habitats and associated ecosystem processes within the site boundary, including the seabed and water column. This means that gathering comprehensive evidence of the effectiveness of the HPMA in delivering biodiversity recovery, including establishing baseline evidence, will be critical.

The ecological monitoring of this Defra-funded programme will be led by Natural England and JNCC. Natural England's marine remit includes biodiversity extending from the intertidal zone out to 12 nautical miles.

1.2 Aims

The Environment Agency are collecting saline water samples each month at Allonby Bay HPMA for Natural England. Natural England require a contractor to analyse aqueous contaminants from these monthly water samples starting from July 2024 until March 2025. This data will contribute to the baseline data for the site and the HPMA pilot project and will allow us to understand the water quality within the HPMA at the point of designation.

1.3 Objectives

1. Test saline water samples from Allonby Bay HPMA for the presence of a range of chemical contaminants, as detailed in the specification, using Gas Chromatography - Mass Spectrometry (GC-MS) and provide semi quantitative information - the supplier should include the cost per test in their response.

2. Test saline water samples from Allonby Bay HPMA for the presence of Perfluorooctanoic Acid (PFOA) and Perfluorooctane sulfonic acid (PFOS) and provide quantification of these chemicals - the supplier should include the cost per test in their response.

2. Methods and analysis

2.1 Samples

Saline samples are being collected monthly from Allonby Bay HPMA from four locations within the site.

We anticipate that the first samples requiring analysis will be collected and sent to the contractor in July 2024. Samples will then be sent monthly until March 2025, which will be the final month of samples to be analysed.

Analysis of 4 samples will be required for 9 months (subject to successful collection by the Environment Agency). This is a total of up to 36 samples over the remainder of the 2024-2025 financial year (dependent on successful collection).

If the contract has not commenced in time for the July 2024 samples, analysis of 4 samples will be required for 8 months (subject to successful collection by the Environment Agency). This is a total of up to 32 samples over the remainder of the 2024-2025 financial year (dependent on successful collection).

The Environment Agency will organise sample delivery to the successful contractor. Therefore, contractors do not need to cost for this. The contractor will be required to arrange postage of suitable sample bottles to the Environment Agency prior to the survey, please include this in costings. Samples must be analysed within the required holding time which is 14 calendar days from collection. Any samples processed after this time period has lapsed cannot be invoiced for.

2.2 Methods

2.2.1 GC-MS

Broadscale Gas Chromatography - Mass Spectrometry (GC-MS) sweep for saline samples to provide a semi-quantitative indication of the chemicals present.

The chemicals to be screened for by GC-MS are detailed in RFQ Annex 3. A total of 1067 chemicals have previously been screened for. Where possible, Natural England would like to continue to screen for this same set of chemicals. Please provide a spreadsheet highlighting the chemicals that can be screened for, along with the Limits of Detection (LoD) and precision (where applicable) for each chemical. This will enable Natural England to assess how much of the previous analysis can be repeated.

To ensure that the analysis is comparable with previous work the following methods should be employed:

- Method summary for the screening of semi volatile organic compounds from the National Laboratory Service - see RFQ Annex 4.
- Method summary for target based multi residue screening method from the National Laboratory Service – see RFQ Annex 5.

- Ideally analysis for GC-MS sweep samples will be semi-quantified at 5-6% of levels of fully quantified levels - we will require confirmation of levels from the contractor.
- Contractors should provide details of spectral fit i.e. >80% or <80% spectral fit for the chemicals identified.

The contractor should indicate any proposed deviation from these methods and explain any alternative proposal.

2.2.2 PFOA / PFOS

Quantification of Perfluorooctanoic Acid (PFOA) and Perfluorooctane sulfonic acid (PFOS) for saline samples.

PFOA and PFOS have previously been screened for, and where possible Natural England would like to continue to continue this analysis. Please provide a spreadsheet with LoDs and precision (where applicable) for each chemical. This will enable Natural England to assess how much of the previous analysis can be repeated.

To ensure that the analyses are comparable with previous work the following method should be employed:

- Method summary for the extraction and determination of PFOS_PFOA in water from the National Laboratory Service - see RFQ Annex 6.

The contractor should indicate any deviation from this method and explain any alternative proposal.

3. Accreditation and experience

Ideally the contractor's laboratory will be accredited by the United Kingdom Accreditation Service (UKAS) for testing sea water samples.

For the GC-MS broadscale sweep tests the laboratory would ideally be accredited for the identification of compounds. However, accreditation is not required to cover quantification.

For the PFOA and PFOS tests the laboratory would ideally be accredited for both the identification and quantification of the chemicals.

Where the laboratory is not accredited by UKAS the contractor should indicate that this is the case. They should provide details of any other relevant accreditations, standards followed, and experience of analysing saline samples using these tests. They should also include information on the experience and qualifications of staff undertaking the analyses.

4. Deliverables

The supplier should produce the following deliverables for this contract:

1. Interim results of the analyses should be provided to Natural England in a spreadsheet every three months (or after the first two months in the first instance should the commencement of the contract start with the August samples rather than July's).

To ensure the data can be re-used in the future, the [Marine Environmental Data & Information Standards \(MEDIN\) Marine Chemistry data guidelines for water sampling](#) should be followed.

The spreadsheet should also ensure the following information is included:

- Results for each chemical by sample site and sample date
- Units
- Analysis method
- Details of accreditation
- Details of Limit of Detection (LoD)
- Details of precision
- Details of Spectral Fit
- Raw data extract

Details of the survey, stations, and sampling event information and references will be provided by the Environment Agency along with the water samples for testing.

2. Information on any deviations from the agreed method, or issues that have arisen, for each month. Interim reports detailing this information should be provided each quarter in MS Word.

3. At the end of the contract, in March 2025, a final spreadsheet and final report in both MS Word and PDF format should be provided, incorporating information from all quarters. This should also include details of the agreed method.

5. Intellectual property

The intellectual property rights and copyright for all products (including photographs) will lie with Natural England. All data will be made available by Natural England under the Open Government Licence at the end of the project via MESH and the MEDIN Data Archiving Centres.

6. Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority's objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

The supplier must provide brief details (up to 200 words) of:

- How their organisation manages sustainability in its business activities
- How they ensure environmental legal compliance

7. Outputs and Contract Management

Reference	Deliverable	Responsible Party	Date of completion
Task 1	Start-up meeting between project officers and supplier	Natural England & contractor	Ideally W/C 15th July 2024
Task 2	Water samples will be sent to the supplier monthly	Environment Agency on behalf of Natural England	Monthly - First sample expected to be sent mid-late July 2024
Task 3	Analysis of water samples	Contractor	Samples must be analysed within 14 day holding time.
Task 4	Ad hoc meetings between project officers and supplier can be requested by either party	Natural England & contractor	Ad hoc
Task 5	Quarterly results spreadsheet and document (Word) detailing methods and issues via email	Contractor	Following receipt and analysis of September 2024 samples
Task 6	Quarterly results spreadsheet and document (Word) detailing methods and issues via email	Contractor	Following receipt and analysis of December 2024 samples
Task 7	Quarterly results spreadsheet and document (Word) detailing methods and issues via email	Contractor	20th March 2025
Task 8	Final combined results spreadsheet and document (Word and	Contractor	20th March 2025

	PDF) detailing methods and issues for the contract via email		
Task 9	Wash up meeting if required	Natural England & contractor	W/C 24th March 2025
Task 10	Contract completion	Natural England	27th March 2025

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 using the schedule below:

- 25% at completion of September interim results and report
- 25% at completion of December interim results and report
- 50% at completion of March interim results and report, and production of final combined results and report and signoff

It is anticipated that this contract will be awarded for a period of 9 months to end no later than 27/03/25. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

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

Technical – 60%

Commercial – 40%

Evaluation criteria

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Technical	60%	Service / Product Proposal	Methodology, approach and Quality Assurance measures	1 Question Q1.1 (50% of technical score available, minimum score 50)
			Accreditation and experience	1 Question Q2.1 (40% of technical score available, minimum score 50)
			Management of sustainability and social value	1 Question Q3.1 (5% of technical score available, minimum score 50)
			Health & Safety	1 Question Q4.1 (5% of technical score available, minimum score 50)
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	1 Question Q5.1 (100% of commercial score available)

Technical (60%)

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

Description	Score	Definition
Very good	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements with all the relevant supporting information set

Description	Score	Definition
		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, approach and Quality Assurance measures	Detailed Evaluation Criteria
Q1.1	<p>Please identify which requested chemicals you can test for and your proposed methodologies and details of your Quality Assurance procedures to ensure robust outputs. The information returned should include:</p> <p>GC-MS</p> <ol style="list-style-type: none"> 1. For each of the chemicals listed in Annex 3 identify which of the chemicals listed you can and cannot test for in the GC-MS screen. Please include the total number of chemicals that can be tested for and the total proportion of chemicals requested that can be tested for as a percentage. 2. For each of the chemicals listed in Annex 3 also indicate the Limits of Detection (LoD) and precision (where applicable) for each of the chemicals in the screen.

Methodology, approach and Quality Assurance measures	Detailed Evaluation Criteria
	<p>3. Details of the analysis methods to be employed. This should include information on accuracy of quantification and highlight any proposed deviations from the methods provided in Annex 4 and Annex 5.</p> <p>PFOA and PFOS</p> <p>4. Confirmation of whether PFOA and PFOS can be tested for.</p> <p>5. Indicate the Limits of Detection (LoD) and precision (where applicable) for each chemical.</p> <p>6. Details of the analysis methods to be employed. This should include information on accuracy of quantification and highlight any proposed deviations from the methods provided in Annex 6.</p> <p>General</p> <p>7. Sample storage</p> <p>8. Reporting</p> <p>Quality Assurance</p> <p>9. Please provide details of your Quality Assurance procedures to ensure robust outputs and include information on use of Certified Reference Materials (CRM).</p> <p>Please provide points 1 and 2 in spreadsheet format as an update to the information provided in RFQ Annex 3. Please provide points 4 and 5 on an additional tab in the same spreadsheet. Please provide the remaining information in MS Word or similar, not exceeding six sides of A4. Arial font size 11 should be used.</p>

Accreditation and experience	Detailed Evaluation Criteria
Q2.1	<p>Please provide evidence that the laboratory is accredited for the testing of sea water samples by the United Kingdom Accreditation Service (UKAS) where this is the case.</p> <p>Please include confirmation of whether the laboratory tests are accredited for the identification and quantification of the required compounds where this is the case, and evidence of</p>

Accreditation and experience	Detailed Evaluation Criteria
	<p>this. (Please note accreditation is not required for the GC-MS quantification).</p> <p>Where the laboratory is not accredited by UKAS, please confirm this and provide the following additional information with your response:</p> <ol style="list-style-type: none"> 1. Evidence that the laboratory has undertaken similar analysis on saline samples previously. 2. Details of any other relevant accreditations and/or standards that will be followed. 3. Details of the key staff, their experience of undertaking similar work and any qualifications they hold. Do not attach CVs to your reply. Your reply should contain a short pen portrait to evidence the relevant experience, skills and qualification for each key staff member. <p>Please provide the information, in MS Word or similar, not exceeding four sides of A4. Arial font size 11 should be used.</p>

Management of sustainability and social value	Detailed Evaluation Criteria
Q3.1	<p>Please provide up to 200 words in total covering the two following sustainability criteria:</p> <ol style="list-style-type: none"> 1. Brief details of how you manage sustainability in your business activities. 2. How you ensure environmental legal compliance. <p>Please provide the information, in MS Word or similar, not exceeding more than 200 words total. Arial font size 11 should be used.</p>

Health & Safety	Detailed Evaluation Criteria
Q4.1	<p>Please provide details of how you manage of Health and Safety risks associated with laboratory work.</p> <p>Please provide the information, in MS Word or similar, not exceeding four sides of A4. Arial font size 11 should be used.</p>

Commercial (40%)

The Contract is to be awarded as a schedule of rates 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 objective used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

- Commercial

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

- Technical

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

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

Information to be returned

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

Please complete and return the following information:

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

Award

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

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

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

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

Part 1.1 Potential Supplier Information:

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

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

Part 1.2 Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

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

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

Question no.	Question	Response
2.1(a)	Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.	
	Participation in a criminal organisation.	(Yes / No) If yes please provide details at 2.1 (b)
	Corruption.	((Yes / No) If yes please provide details at 2.1 (b)
	Fraud.	(Yes / No) If yes please provide details at 2.1 (b)
	Terrorist offences or offences linked to terrorist activities	(Yes / No) If yes please provide details at 2.1 (b)
	Money laundering or terrorist financing	(Yes / No) If yes please provide details at 2.1 (b)
	Child labour and other forms of trafficking in human beings	(Yes / No) If yes please provide details at 2.1 (b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p> <p>Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.1 (c)	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning)	(Yes / No)
2.1(d)	Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part	(Yes / No)

Question no.	Question	Response
	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?	
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 , 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 _____