



Environment Agency

Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	TBC	
2. Customer	[REDACTED] Environment Agency Chichester Office, Oving Road, Chichester, West Sussex, PO20 2AG	
3. Contractor(s)	[REDACTED] AtkinsRéalis Woodcote Grove, Ashley Road, Epsom, Surrey, KT18 5BW Company registration number 688424	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: N/A	
5. The Agreement	<p>This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none">a) this Order;b) the terms and conditions at Appendix 1; andc) the remaining Appendices (if any) in equal order of precedence.	
6. Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/>
	Goods	None
	Services	To be performed at the contractor's premises. Date(s) of Delivery: 30 th September 2024 till 30 th December 2024
7. Start Date	30th September 2024	
8. Expiry Date	30th December 2024	
9. Charges	The Charges for the Goods and/or Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement.	
10. Payment	Payments will be made to payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.	
11. Contractor's Liability Cap (Clause 13.2.1)	[REDACTED]	

12. Customer's Authorised Representative(s)	<div></div> <div></div> <div></div> <div></div>		
13. Contractor's Authorised Representative	<div></div> <div></div> <div></div> <div></div>		
14. Optional Intellectual Property Rights ("IPR") Clauses	The Customer has chosen Option B in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.		
15. Progress Meetings and Progress Reports	<ul style="list-style-type: none"> • The Contractor shall attend progress meetings with the Customer every two weeks. • The Contractor shall provide the Customer with progress reports every two weeks. 		
16. Address for notices	<div>Customer:</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
17. Key Personnel of the Contractor	Key Personnel Role:	Key Personnel Name:	Contact Details:
18. Procedures and Policies	<p>For the purposes of the Agreement:</p> <p>The Customer's Staff Vetting Procedures are: <i>The Customer requires the Contractor to ensure that any person employed in the Delivery of the Goods and/or Services has undertaken a disclosure and barring service check.</i></p> <p>Refer to the Terms & Conditions for the Clause relating to Data Security.</p> <p>The Customer's equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy are detailed in the Terms & Conditions.</p> <p>The Customer's health and safety policy is detailed in the Terms & Conditions.</p>		
19. Special Terms	N/A		
20. Additional Insurance	N/A		
21. Further Data Protection Provisions	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: <input type="checkbox"/></p> <p>No: <input checked="" type="checkbox"/></p>		

<div>[REDACTED]</div>	<div>[REDACTED]</div>
<div>[REDACTED]</div>	<div>[REDACTED]</div>
<div>[REDACTED]</div>	<div>[REDACTED]</div>
<div>[REDACTED]</div>	<div>[REDACTED]</div>
<div>[REDACTED]</div>	<div>[REDACTED]</div>

Appendix 1: Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Environment Agency Website](#) and which are called 'Standard Goods & Services Terms and Conditions (EA)'



Request for Quotation

Final effluent spot sampling versus continuous monitoring – a comparison

Date: July 2024

1. REQUEST FOR QUOTATION

- (a) Title: Final effluent spot sampling versus continuous monitoring – a comparison

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 [redacted]

Date: 23rd August 2024

Time: 23:59

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

2. CONTACT DETAILS AND TIMETABLE

Susanne Whittaker 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	22 nd July 2024
Deadline for clarifications questions	9 th August 2024 at 23:59
Deadline for receipt of Quotation	23 rd August 2024 at 23:59
Intended date of Contract Award	9th September 2024
Intended Contract Start Date	9th September 2024
Intended Delivery Date / Contract Duration	3 months (9th December 2024)

3. SECTION 1: GENERAL INFORMATION

- (a) 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 Environment Agency 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.

- (b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

(g) 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.

(h) Conditions of Contract

The Authority's standard of services provided as part of the RFQ will be included in 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.

(i) Prices

Prices must be submitted in £32,000 sterling, exclusive of VAT.

(j) 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 Sub Central Contracting Authority with a publication threshold of £25,000 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.

(k) 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.

(l) 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.

(m) 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.

(n) 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 **Environment Agency** 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.

(o) 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.

(p) 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.

4. SECTION 2: THE INVITATION

(a) Background to Environment Agency

We are the Environment Agency. We protect and improve the environment. We help people and wildlife adapt to climate change and reduce its impacts, including flooding, drought, sea level rise and coastal erosion. We improve the quality of our water, land and air by tackling pollution. We work with businesses to help them comply with environmental regulations. A healthy and diverse environment enhances people's lives and contributes to economic growth. We can't do this alone. We work as part of the Defra group (Department for Environment, Food & Rural Affairs), with the rest of government, local councils, businesses, civil society groups and local communities to create a better place for people and wildlife.

(b) Background to the specific work area relevant to this purchase

We currently rely on operator self-monitoring (OSM) data collected by the water companies to check compliance against final effluent quality permit limits. OSM is currently based around taking a relatively small number of spot samples collected at regular but randomised intervals throughout the year and typically within the working day window.

The Environment Agency Operational Instruction describes the current requirements ([Water companies: operator self monitoring \(OSM\) environmental permits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614413/EOI-2018-01-01-OSM-Environmental-Permits.pdf)). The number of final effluent quality samples taken is normally 24 per year for sanitary and 12 per year for non-sanitary parameters at larger STW's. There is a requirement that samples must be collected at "regular and random intervals" during the year, but should also include samples from different days of the week and at different times. Approximately 10% of samples should be outside of the normal sampling window which is 9am - 3pm, Monday to Friday. The definition is further described as for 24 samples, 2 out of hours samples should be taken per annum, and for 12 samples, 1 out of hours sample should be taken per annum.

(c) Requirement

There are concerns that the present OSM spot sampling is not representative of the quality of final effluent leaving a wastewater treatment works. Some parameters such as pH, Ammonia, iron, phosphorus and nitrate can be continuously monitored using sondes with telemetry. All the English water companies have used continuous monitors such as turbidity for many years on their final effluent points to understand their treatment processes. Some water companies have been progressed further to include other parameters such as ammonia and phosphate and use trigger alarms to alert them of a degradation in their final effluent.

This project is to compare final effluent continuous monitoring with the present final effluent OSM spot sampling methodology. A number of questions need to be explored and answered to help ascertain the advantages and disadvantages of using both methods.

These are:

1. What method is better at forming an accurate picture of permit regulation?
2. Does the OSM sampling window bias the outcome of the permit compliance?
3. Inputs and outputs of wastewater treatment works might be different at different times of the day. Is this represented in the sampling method? Is this different depending on the type of wastewater treatment works?
4. Is any difference found between the two methods important with respect to permit compliance? Eg. MAC, LUT....
5. Are there any differences found due to the effluent concentration such as diurnal variation?
6. If any differences are found, how consistent are they between different wastewater treatment works?
7. How readily might such deviations such as diurnal variation be detected by OSM spot sampling?
8. If OSM spot sampling was to continue, what sampling window would statistically show a representative picture of permit compliance?

9. Is there a different picture on different days (ie. weekdays vs weekends) or at different times of the day?
10. Are any differences between continuous monitoring and OSM spot sampling for different parameters?
11. Are any differences seen between the 95 percentile permit compliance (LUT) and the MAC permit compliance? Is one more similar between the two methods of sampling?
12. What would be the ultimate number of spot samples to get near the same statistical result for continuous monitoring? Does this change between different types of wastewater sewage works?
13. What would the consequences be of taking OSM spot samples outside of the present sampling window? Could it be done and how? Automatic samplers?
14. What other considerations need to be taken into account when choosing OSM spot sampling over continuous monitoring and vice versa?

This project will be completed via an evidence gathering desk top exercise focused on, but not limited to, sampling data, a review of relevant literature, academic papers, policy documents, operational documents, technical documents, discussions with those undertaking final effluent Operator Self Monitoring and continuous monitoring, research and development, video/webinar presentations. Some statistical analysis will be essential to understand the differences between the 2 sampling methods.

The information gathered will be presented and summarised in a written technical report. Sample data, graphs and statistical analysis will be included within the report.

(d) Required Skills

- Information/data collection skills and interpretation;
- WQ statistical analysis skills
- Project Management;
- Effective writing skills;
- Knowledge of discharge regulation and permitting of discharges in England (preferable);
- Knowledge of Operator Self Monitoring and its application at wastewater treatment works (preferable);
- Knowledge of final effluent continuous monitoring and its application at wastewater treatment works (preferable);

(e) Sustainability

Environment Agency 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

(f) Outputs and Contract Management

The consultant project manager is expected to work closely with the EA's project manager and to report on overall progress to her via pre-arranged calls and emails. Meetings via Teams with other members of the project team will also be required. The final draft project report will be sent to the EA project manager via email.

Reference	Deliverable	Responsible Party	Date of completion
Task 1	Publish Contract Finder Opportunity Notice	EA	22 nd July 2024
Task 2	Quotes returned by suppliers	Contractor	23 rd August 2024
Task 3	Contract Awarded	EA	9 th September 2024
Task 4	Project Start and Inception meeting	Contractor	9 th September 2024
Task 5	Progress Meeting	Contractor	2 weekly
Task 6	Report finalised and signoff	EA	9 th December 2024

(g) 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:

- 50% at progress meeting
- 50% at completion of report and sign off

It is anticipated that this contract will be awarded for a period of **3 months** to end no later than 9th December 2024. 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.

(h) 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 and approach (including approach to Health, Safety and Sustainability)	1 Question Q1.1 (50%)
			Key personnel (Staff Experience and Qualification)	1 Question Q2.1 (10%)

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
			Company Experience and Project Management	1 Question Q3.1 (40%)
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	100%

Technical (60%)

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

Description	Score	Definition
Very good	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.
Moderate	50	Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.
Weak	20	Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met.
Unacceptable	0	No response or provides a response that gives the Authority no confidence that the requirement will be met.

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation.

Tenderers should provide answers that meet the criteria of each technical question.

Methodology and approach (including approach to Health, Safety and Sustainability)	Detailed Evaluation Criteria Responses should not exceed four sides of A4, and use Arial font, size 11.
Q1.1	<p>Please explain your proposed methodology for undertaking the desktop tasks required. This should include:</p> <ul style="list-style-type: none"> • How you will plan and execute the research work required. • How you will work with European contacts to obtain relevant information and expertise. • How you will quantify the opportunities and risks found that are associated with final effluent operator self monitoring. • Reporting format. • Details of key subcontractors to be used and the expertise they will bring to the project (where relevant).

Key personnel (Staff Experience and Qualification)	Detailed Evaluation Criteria Responses should not exceed four sides of A4, and use Arial font, size 11.
Q2.1	<p>Please provide details of the key staff to be used for the project, their experience of undertaking similar work and any relevant qualifications they hold.</p> <p>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 member of the project team. The information provided should evidence the following skills:</p> <ul style="list-style-type: none"> • Project Management • Information/data collection skills and interpretation • Effective writing skills • Knowledge of continuous monitoring equipment and its application in wastewater • Report Writing • Quality Assurance <p>A project team organisation diagram should be attached with your reply that provides a clear reporting structure.</p>

Key personnel (Staff Experience and Qualification)	Detailed Evaluation Criteria Responses should not exceed four sides of A4, and use Arial font, size 11.
	Your reply should also provide a brief explanation of how you will ensure project continuity if key staff become unavailable.

Company Experience and Project Management	Detailed Evaluation Criteria Responses should not exceed four sides of A4, and use Arial font, size 11.
Q3.1	<p>Please provide details of your company's experience of successfully undertaking similar projects.</p> <p>Please provide details on how the project will be managed that evidences a planned approach, identification and mitigation of key project risks and the ability to deliver high quality outputs within the required timeframes.</p> <p>Your reply should include an overview of the quality assurance procedures you will apply to the project.</p> <p>Your reply should also give an overview of how you will manage the business risks.</p> <p>If you are using sub-contractors to deliver key elements of the project, please advise how they will be managed.</p> <p>Please provide a draft programme timetable that includes the critical path for key activities. This can be in the form of a Gannt chart or similar attached with your reply.</p>

Commercial (40%)

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

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

Calculation Method

The method for calculating the weighted scores is as follows:

- Commercial

$$\text{Score} = \frac{\text{Lowest Quotation Price}}{\text{Supplier's Quotation Price}} \times 40\% \text{ (Maximum available marks)}$$

- Technical

$$\text{Score} = \frac{\text{Bidder's Total Technical Score}}{\text{Highest Technical Score}} \times 60\% \text{ (Maximum available marks)}$$

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

(i) 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)

(j) 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 a contract award letter for signature.

5. ANNEX 1 MANDATORY REQUIREMENTS

5.1 Part 1 Potential Supplier Information

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

(a) 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

(b) 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	

5.2 Part 2 Exclusion Grounds

(a) 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	

Question no.	Question	Response
	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 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)

Question no.	Question	Response
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.	

(b) 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)	

5.3 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 _____

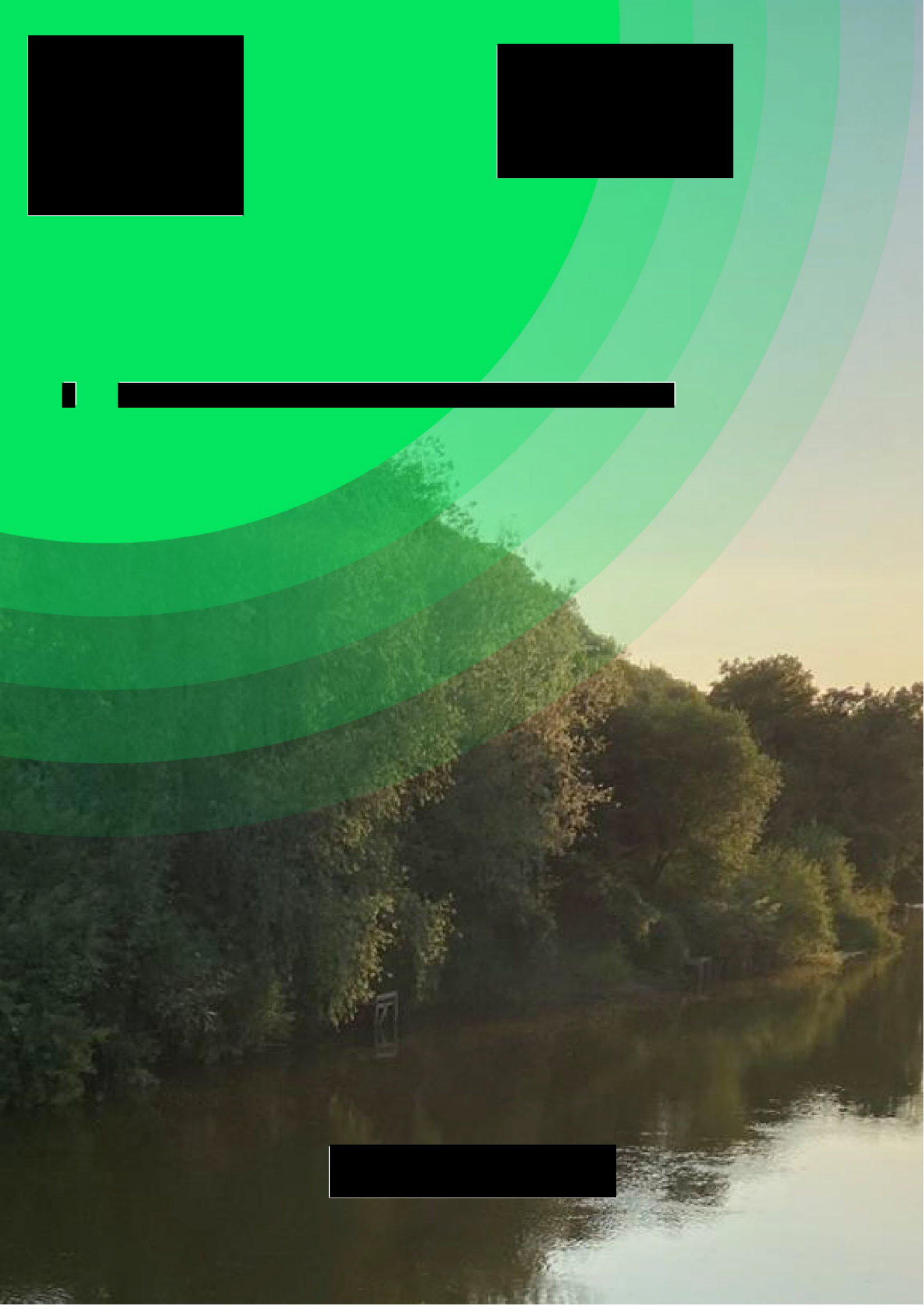
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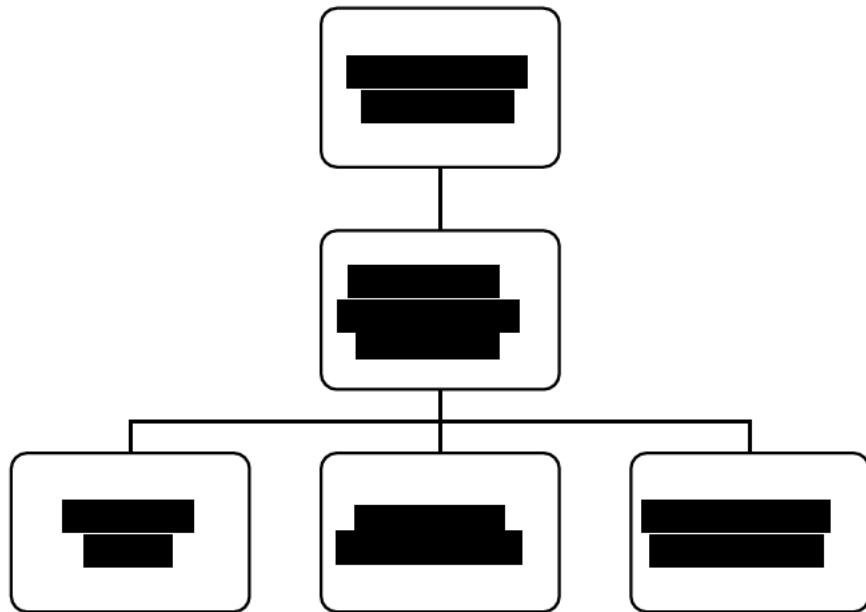
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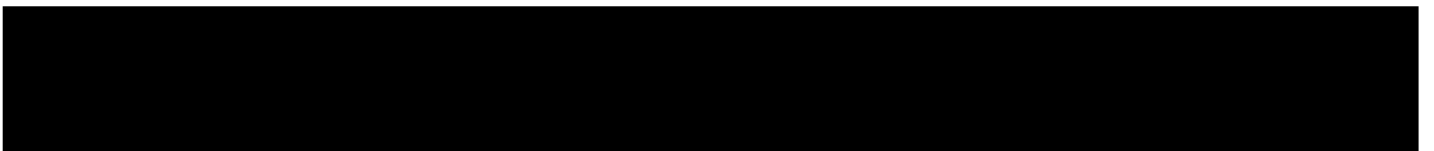
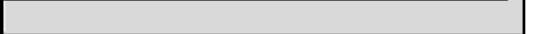
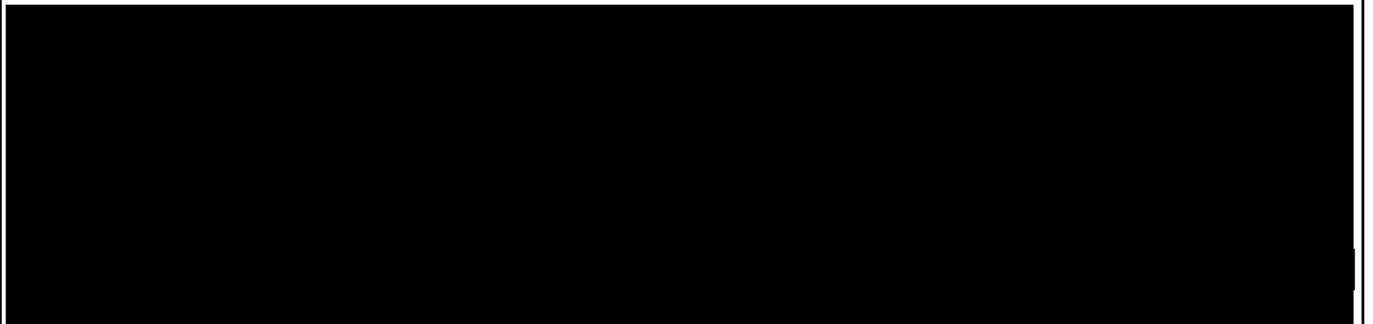
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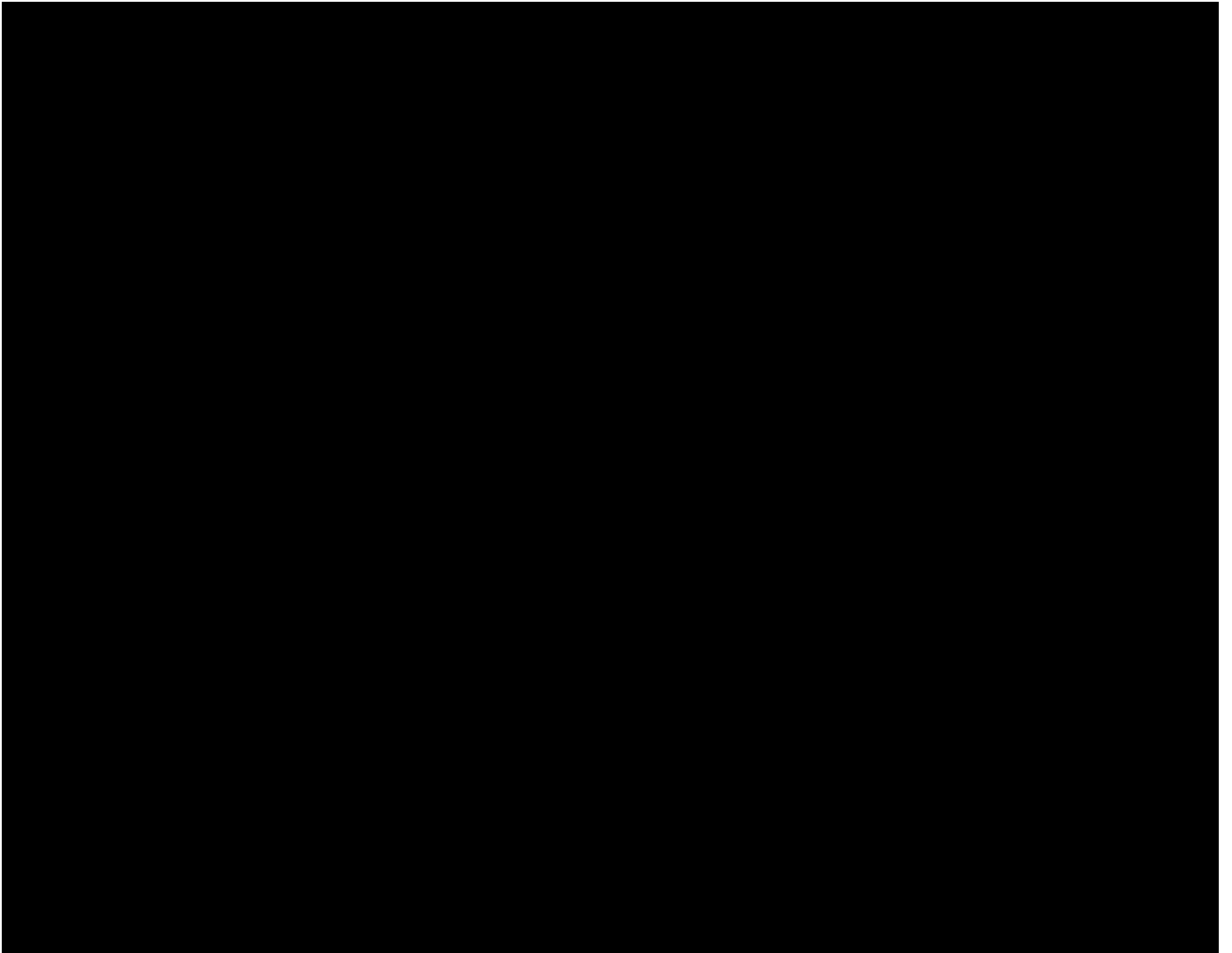
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