

REQUEST FOR QUOTATION

FOR

**KILLERTON (M5) LANDSCAPE CONNECTIVITY
MASTERPLAN**

NATIONAL HIGHWAYS REF: pro_23067 iTT_1365

Return Date of RFQ: 7 January 2026 by 12:00pm

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1. OVERVIEW OF NATIONAL HIGHWAYS

We are the government company charged with operating, maintaining and improving England's motorways and major A roads.

Formerly the Highways Agency, we became a government company in April 2015.

1.1 Our responsibilities

Our road network totals around 4,300 miles. While this represents only 2 per cent of all roads in England by length, these roads carry a third of all traffic by mileage and two thirds of all heavy goods traffic.

We will deliver £27.4 billion of investment on our road network as described in the government's Road Investment Strategy ([RIS2](#)) 2020-25.

1.2 Our aims

Our ambition is to ensure our major roads are more dependable, durable and – most importantly – are safe. We work hard to make sure our road network is:

- free flowing – where routine delays are infrequent, and journeys are reliable
- safe and serviceable – where no one should be harmed when travelling or working
- accessible and integrated – so people are free to choose their mode of transport and can move safely across and alongside our roads

We further aim to:

- support economic growth with a modern and reliable road network that reduces delays, creates jobs, helps business and opens up new areas for development.
- ensure our activities result in a long-term and sustainable benefit to the environment.

2. SCOPE OF REQUIREMENTS / SPECIFICATION

- This contract is to be awarded directly to National Trust as *Service Provider* and landowner to help National Highways in improving landscape connectivity to fragmented connected landscapes alongside the Strategic Road Network (SRN).
- This service specifically requires the development of a landscape masterplan to help improve and deliver landscape scale connectivity for people and nature, whilst furthering the goals of nature recovery for land adjacent the M5 that is located within the Killerton Estate, Devon.
- This *Service Provider* is required to appoint (or self-deliver) experienced chartered landscape architect(s) with the required expertise in producing

landscape masterplans and an experienced ecologist(s) with prior experience in developing ecological surveys.

- In addition to the preparation and submission of an landscape masterplan, there may also be a requirement to
 - attend meetings as directed by the *Client* (majority likely to be via MS Teams, unless specially agreed between all parties).
 - Engage with members of the Killerton steering group
 - Engage with contractors on M5 bridge retrofitting
- The contract is expected to commence early January (if not sooner) and will end 30 April 2026.
- For a full description of the services required, please refer to the short form agreement for the purchase of services (Killerton M5 Landscape) Schedule 1 'The Services', which can be located via the National Highways e-Sourcing portal.

3. REQUEST FOR QUOTATION CONDITIONS

3.1 General

“Information has been redacted that could identify other living individuals in accordance with National Highways' obligation under data protection legislation including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018”

- These Instructions apply to the submission of the response for the Killerton (M5) Landscape Connectivity Masterplan development.
- National Highways would like to contract directly with the *Service Provider* that can deliver to **the requirements as detailed within this request for quotation document**. This will be a compliant, affordable bid which meets the criteria.
- Your response must be submitted in accordance with these Instructions. Any response not complying with these Instructions may be rejected by National Highways whose decision in the matter will be final. These Instructions will not form part of the proposed contract.
- For enquiries contact National Highways via the National Highways e-Sourcing portal <https://nationalhighways.ukp.app.jaggaer.com/> for the Killerton (M5) Landscape Connectivity Masterplan development.
- The Procurement Officer for this request for quotation is [REDACTED]
- Contact with the Procurement Officer must be made via the National Highways e-Sourcing portal only. Except where otherwise directed in these Instructions, the potential *Service Provider* must not contact any person in relation to this request for quotation other than the Procurement Officer or, if nominated, their designated deputy. The name of any designated deputy will be confirmed in writing.

- The request for quotation must be treated as private and confidential. The *Service Provider* should not release any information concerning the request for quotation documents.
- National Highways is not liable to reimburse any costs or losses incurred by the potential *Service Provider* in considering or submitting a quotation in response to this request for quotation or otherwise in connection with this competition.

3.2 Documents

- A list of documents relating to the request for quotation are contained in Annex A.
- A list of documents to be returned as a response to this request for quotation is specified in Annex B.
- Any specification, data, calculations, and analyses issued as part of this request for quotation remain the property of National Highways.
- All such information issued to the potential *Service Provider* may only be used for the purpose of quoting. Such information should not be disclosed to persons unconnected with the request for quotation.
- These provisions apply equally to any drawings and other information supplied for the purpose of the request for quotation.

3.3 Communication

- Any queries from the *Service Provider* regarding the request for quotation documents must be submitted to the Procurement Officer via the e-Sourcing portal <https://nationalhighways.ukp.app.jaggaer.com/> no later than three (3) days prior to the date of return of quotation.
- All queries will be answered by the Procurement Officer, with query responses issued daily to the potential *Service Provider* via the National Highways e-Sourcing portal.

3.4 Indicative Procurement Timetable

Table 1: Procurement Programme

Activity	Date
Request for Quotation Issued	19 Dec 2025
Deadline for submission of queries	05 Jan 2026 @ 15:00hrs
Deadline for submission of Quotation Response	07 Jan 2026 @ 12:00hrs
Quotation Evaluation	07 – 09 Jan 2026

Contract Awarded	9 Jan 2026
Contract Start	w/c 12 Jan 2026

3.5 Cancellation of Request for Quotation

National Highways intends to award a contract for this request for quotation. However, it reserves the right not to proceed with the response made to this request for quotation.

Therefore National Highways reserves the right to

- cancel the request for quotation or evaluation process at any stage;
- not to proceed with any proposal made in response to this request for quotation;
- or
- not to accept a quotation for any reason

3.6 Submission of Quotations

- The Quotation and supporting documents must be written in English.
- The Quotation must be submitted in accordance with the request for quotation documents including any query responses.
- The Quotation must not be qualified or accompanied by statements or a covering letter that might be construed as rendering the quotation equivocal.
- Unauthorised alterations or additions must not be made to any component of the request for quotation documents. National Highway's decision as to whether or not a quotation complies with these instructions will be final.
- The Quotation which is not submitted via the National Highways e-Sourcing portal by the submission deadline may be excluded from further consideration.
- The Quotation should remain open for acceptance for 90 days calendar days from the submission deadline.
- The potential *Service Provider* must sign and return National Highway's - Certificate of compliance with National Highways Policies (Annex C) in relation to
 - Fair Payment Charter
 - Anti-Bribery Code of Conduct
 - Anti-Fraud Code of Conduct
 - The Armed Forces Covenant (Optional)

before the quotation can be accepted.

4. QUALITY RESPONSE

- The tenderer is required to provide a response to several quality questions with their quotation via the National Highways e-Sourcing Portal.
- This comprises of 4 questions that require a 'Yes' or 'No' response to be answered directly within the Technical Envelope on the National Highways e-Sourcing portal.
- The *Service Provider* will essentially need to confirm that for each question, that they are able to provide their services, skills, capacity and experience to the desired standards as referenced within each question.
- Supporting evidence may be requested by the *Client* at any time.
- The Quality Questions responses to be submitted within the National Highways e-Sourcing portal can be found in Table 2 below.

Table 2 – Quality Questions

No.	Compliance Question	Yes	No
1	Do you have the necessary experience, capacity and skills to deliver this service contract as described within Schedule 1 'The Services'?		
2	Can you confirm that you are able to provide a landscape masterplan that meets the desired outputs as referenced within Schedule 1 'The Services'?		
3	Can you confirm that you are able to provide a draft landscape masterplan by 31 March 2026?		
4	Can you confirm that you are able to produce the FINAL landscape masterplan by 30 April 2026?		

5. PRICING RESPONSE

- The services to be priced are detailed in the document "Killerton (M5) Landscape Connectivity Masterplan Development Commercial Workbook" template which can be found in the National Highways e-Sourcing portal.
- Prices should be submitted in line with the instructions provided on the tab called 'completion notes.'
- The *Service Provider* is required to complete the Commercial Workbook by inserting their rates and percentages against each item or service(s) as listed. The units and quantities within the Pricing Schedule are locked.

- No alterations, including adding additional tabs to the Pricing Schedule will be accepted and may result in a non-compliant quotation.

6. EVALUATION AND AWARD

6.1 Evaluation of Quotation

- Any quotation not compliant or completed in full as part of these instructions may be rejected.
- Based on the information provided by the *Service Provider*, the compliant submission will be evaluated based on the following criteria:
 - Pricing Schedule: an analysis of the submitted prices and / or cost breakdowns and highlighting variances which may need to be justified by the *Service Provider*.
 - Quality Questions: The Quality Questions responses for questions 1 - 4 will be evaluated on a Pass/Fail basis. Table 3 below outlines how the Quality Questions will be evaluated.

- Table 3 – Compliance Questions Evaluation

Evaluation Guidance	Response Guidance
Pass	YES: You have selected option Yes confirming that you can deliver in full all of the requirements
Fail	NO: You have selected option No confirming that you cannot deliver in full all the requirements.

6.2 Award

- If a quotation is accepted, the Procurement Officer will issue an award letter to the *Service Provider* to undertake the requirements of this contract.
- Prior to the award of any contract the *Service Provider* must provide evidence that any insurances required by the contract are in place (**NOT USED**).
- Details of the Contract Award will be published on Find a Tender (<https://www.gov.uk/find-tender>).

7. SERVICE PROVIDER RETURN

- The *Service Provider* should ensure before submitting their response to this RFQ that all required response information has been completed and uploaded along with any supporting information, which you consider appropriate.
- Any supporting information should be provided separately to your main response and labelled to make it clear as to which part of your response it relates to with regards to the specification.
- Your response to the requirements and pricing will be incorporated into the Contract, as appropriate.
- It is the *Service Provider's* responsibility to contact the National Highways e-Sourcing portal solution helpdesk for support should they have any difficulties uploading or accessing the tender documents.

8. FINANCIAL STANDING (NOT USED)

Section 22(1)(a) of the Procurement Act 2023 allows a contracting authority such as the Authority to impose requirements ensuring that economic operators expressing an interest in bidding for an opportunity will, if successful, possess the necessary economic and financial standing to perform the contract to be awarded.

The assessment process described below allows the Authority to take a proportionate, flexible, contract specific and not unduly risk adverse view of your economic and financial standing. It takes account of the principles contained in the Guidance Note for Assessing and Monitoring the Economic and Financial Standing of Bidders and *Service Providers* (revised December 2020) which forms part of the government's Sourcing Playbook.

The assessment methodology comprises three separate economic and financial standing tests (EFSTs):

- Test 1 is an assessment using a Dun & Bradstreet (D&B) comprehensive report.
- Test 2 is an assessment using the turnover figure from your most recent financial statements compared to the projected annual value of the contract being procured.
- Test 3 (if necessary – see below) is an assessment of four accounting ratios using information from your last two years' financial statements.

Each of these three tests will result in you being rated as High or Low risk. In this context “risk” means the risk of you not being able to perform the contract for its full duration were you to be successful in the procurement.

Your overall risk rating will be determined as follows. If you receive a Low-risk rating for both Tests 1 and 2 then your overall risk rating is Low risk and Test 3 is not performed. If you receive a High risk rating for either Test 1 or Test 2 then Test 3 is performed. If you receive a High risk rating for two or more of the four elements in Test 3 then your overall risk rating is assessed as High risk.

The information that the Authority will use to conduct Test 2 is taken from your most recent set of audited financial statements and for Test 3 is taken from your last two years audited financial statements. If no such audited financial statements are available, then unaudited financial statements will be used instead.

Consequences of being assessed High risk

If you are assessed as High risk, the Authority will identify its concerns and ask if you can provide any mitigation, e.g. more recent unpublished or management accounts showing an improvement in your financial position or details of an agreed but unannounced re-capitalisation, merger or takeover.

If you are unable to provide any, or sufficient, mitigation, the Authority reserves the right to exclude you from further participation in the procurement.

If you can provide mitigation, then unless this is sufficient to downgrade your risk assessment to Low, your continued participation in the process will be made conditional upon you providing a written commitment to obtain either a parent company guarantee or other form of financial security should you be successful in the procurement.

Consequences of being assessed Low risk

If you are assessed as Low risk, no dialogue is required and you will be allowed to continue to participate in the procurement process.

Full details relating to financial assessments is provided within the accompanying Procurement Specific Questionnaire (PSQ) that is required to be completed by the *Service Provider*.

9. TERMS AND CONDITIONS RELATING TO AWARD

- The awarding of this contract will be based on National Highways short form agreement for the purchase of services.

- The contract documents, which are available in the National Highways e-Sourcing portal as part of the Request for Quotation, are listed in Annex A.
- Please note that the award of the contract may be delayed if a claim is issued against National Highways prior to the execution and completion of the contract.
- No contract will exist until the contract has been fully executed and completed.

ANNEX A - LIST OF DOCUMENTS:

1. Request for Quotation (This Document)
2. Scope/Specification (detailed within 'Schedule 1 The Services' within the Shortform agreement for the purchase of services.
3. Commercial/Price Schedule.
4. Tender Query Sheet.
5. Mitigating the impacts of the M5 and opportunities for environmental enhancement on the Killerton Estate Report Published April 2025.

ANNEX B – LIST OF DOCUMENTS TO BE RETURNED (via the e-portal)

1. Quality Responses (Yes/No) to each question as listed in para 4, Table 2.
2. Completion of rates within the commercial workbook
3. Return of Short Form Agreement (the T&Cs) - Please sign update details on page 13 and update Schedule 3 (Page 19) with 'Service Provider details only' (return as a word document for execution.)
4. Signed Certificate of Compliance (Annex C)

ANNEX C - CERTIFICATE OF COMPLIANCE WITH NATIONAL HIGHWAYS POLICIES

Please sign below and return a copy of this document in the Technical Envelope to certify that by submitting a quotation for this procurement you agree (if your tender is successful) to comply with the following National Highways policies.

- Fair Payment Charter
- Anti-bribery Code of Conduct
- Anti-fraud Code of Conduct
- The Armed Forces Covenant (Optional)

.....
(signed)

.....
(tenderer name)

.....
(print name)

.....
(date)

Fair Payment Charter

This charter aims to align with the principles outlined by the Office of Government Commerce in its “Guide to Best Fair Payment Practice”. It is not intended to be a legally binding document and will not be used in construing any contractual commitment.

Suppliers who have not already signed up to their commitment to work towards delivering the requirements of this charter will be expected to do so prior to award of any National Highways contract.

It is recognised that Suppliers to National Highways may require an introductory period to modify their business systems and procedures in line with the charter commitments.

Fair and transparent payment practices are essential to achieving successful integrated working on all contracts. National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to meeting the principles of fair payment.

As a supplier to National Highways, we agree that we will strive to meet the Fair Payment commitments set out below. We will additionally seek to embed the principles throughout our supply chain.

Companies have the right to receive correct full payment as and when due. Deliberate late payment or unjustifiable withholding of payment is ethically not acceptable.

‘Fair Payment’ will apply equally between the client and lead contractor and throughout the supply chain.

The process will be transparent and members of the supply chain will have certainty of how much and when they will be paid.

Companies will consider, where appropriate, operating relevant contracts on an open book basis.

The correct payment will represent the work properly carried out, or products supplied, in accordance with the contract. Any withholding of payment due to defects or non-delivery will be proportionate and demonstrably justified in line with arrangements made at the time of contract.

To ensure effective and equitable cash flow for all those involved, all contracts will provide for regular payments and have payment periods not exceeding 30 days, from receipt of invoice.

In order to avoid payment delays, the client and all supply chain members will agree payment procedures at the outset of their contracts. Payment will be through electronic BACS transfer and will apply throughout the supply chain

Monitoring compliance with the Charter principles will be built into the National Highways “Collaborative Performance Framework “for performance measurement” (or any other performance measurement tool used).

Anti-bribery Code of Conduct

National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to meeting the principles of anti-bribery, as enacted in the Bribery Act 2010 and Ministry of Justice guidance.

The Commitment

As a supplier to National Highways we confirm that we will meet the commitments set out below and will embed the principles throughout our supply chain.

1. We are committed to ensuring that our business operates with the utmost integrity.
2. We, and those employed by us will not:
 - Offer, promise, pay or provide bribes* to any person
 - Request, agree to accept or receive bribes
 - Offer hospitality to National Highways' staff that would breach the requirements of Annex A
 - Commit any act of bribery that would cause National Highways to be in breach of any anti bribery laws
3. We are committed to having robust procedures and controls in place within our business to minimize the risk of bribery with the aim of preventing bribery and confirm that we:
 - Have a zero-tolerance of bribery offences throughout our organisation;
 - Conduct risk assessments to identify and monitor potential bribery risks;
 - Adopt due diligence measures to vet and approve third parties performing services on our behalf;
 - Have clear, practical and accessible policies and procedures to address potential risks of bribery, and to prevent bribery;
 - Provide education and awareness to all our employees on anti-bribery
 - Have a mechanism in place to allow employees to report potential bribery issues in confidence and have a process to deal with reports protecting the reporting individual;
 - Deal effectively with any occurrences of bribery; and
 - Act at all times in good faith, impartially and in accordance with a position of trust.
4. We agree to:
 - keep accurate and up to date records showing all payments made and received and all other advantages given and received and permit National Highways to inspect those records as required; and
 - Immediately notify National Highways of any breach of paragraph 2 above.

A bribe for the purpose of this policy is the provision of any financial or other advantage to encourage or induce that person to perform their functions or activities improperly or to reward that person for having already done so. Bribes can include money, gifts, hospitality, entertaining, commissions, expenses, reciprocal favours, political or charitable contributions, or any direct or indirect benefit or consideration.

Anti-bribery code annex A

Offer no -

- Gifts other than low-value items such as diaries or calendars (up to £10 in value). Calendars, diaries or other small items of office equipment may be offered and accepted but the gift must bear the company's name or insignia and can legitimately be regarded as being in the nature of advertising material
- Benefits and/or hospitality and / or entertainment such as cocktail parties, meals, receptions, presentations and conferences; and also invitations to social, cultural and sporting events
- overnight accommodation and travel to and from a venue at which an event is being held

Anti-fraud Code of Conduct

National Highways, working with its suppliers in good faith and in a spirit of mutual trust and respect, is committed to working fairly, honestly and with integrity and transparency. National Highways does not tolerate any form of fraud.

Fraud is a dishonest act, through false representation, failure to disclose information or abuse of position, with the intent of causing a gain for self, or loss to another.

Fraud does not necessarily result in direct or immediate financial benefit for the individual(s) committing fraud but may cause a loss and/or a negative reputational impact to another.

The Commitment

As a supplier to National Highways we confirm that we will meet the commitments set out below and will embed the principles throughout our supply chain.

1. We are committed to ensuring that our business operates with the utmost integrity.
2. We, and those employed by us, will not commit any fraudulent acts or carry out any of the following acts which could amount to fraud including, but not limited to:
 - Submission of false or inflated claims or invoices for payment or reimbursement;
 - Intentional distortion of financial statements or other records;
 - False or fraudulent financial reporting or making false or fictitious entries concerning accounts, equipment or supplies;
 - Forgery or alteration of any documents such as cheque, bank draft or any other financial documents including destruction or removal of records;
 - Impropriety in the handling or reporting of money or financial transactions;
 - Theft or misappropriation of assets or funds;
 - Disclosure of confidential information to third parties without authority for personal gain; and
 - The payment of excessive prices or fees where they are not justified.
3. We agree to:
 - Keep accurate and up to date records showing all payments made and received and all other advantages given and received and permit National Highways to inspect those records as required; and
 - Immediately notify National Highways of any breach of this Code.

The Armed Forces Covenant

1. The Armed Forces Covenant is a public sector pledge from government, businesses, charities and organisations to demonstrate their support for the armed forces community. The Covenant was brought in under the Armed Forces Act 2011 to recognise that the whole nation has a moral obligation to redress the disadvantages the armed forces community face in comparison to other citizens, and recognise sacrifices made.

2. The Covenant's 2 principles are that:

- Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services.
- Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

3. The Authority encourages all suppliers to sign the Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

4. For further guidance on how you can sign the Covenant and how you can further show your support, please go to <https://www.armedforcescovenant.gov.uk/show-yoursupport/>

5. Paragraphs 1 - 3 above are not a condition of working with the contracting authority now or in the future, nor will this issue form any part of the procurement process (for example, as a condition of participation, an award criteria or term of the contract). However, the Authority very much hopes you will want to provide your support.