Request for Quotation

England Green Infrastructure Mapping Database.

England Urban Habitat Maps – Expansion of mapped areas.

13th June 2025

**Request for Quotation**

England Urban Habitat Mapping – Expansion of mapped areas.

You are invited to submit a quotation for the requirement described in the specification, Section 2. A detailed specification is provided as Annex 1.

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: martin.moss@naturalengland.org.uk

Date: 11th July 2025

Time: 12:00 BST

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

Martin Moss 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 | 13rd June 2025 at 09:00 BST |
| Deadline for clarifications questions | 25th June 2025 at 17:00 BST |
| Deadline for receipt of Quotation | 11th July 2025 at 12:00 BST |
| Intended date of Contract Award | 18th July 2025. |
| Intended Contract Start Date | 24th July 2025. |
| Intended Delivery Date / Contract Duration  | 27th February 2026 |

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 can be located on the link below.

Standard Good and Services Terms & Conditions: [Natural England terms and conditions for goods and services - GOV.UK](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services)

These terms and conditions will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

Prices

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

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

 You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

A detailed specification is provided in Annex 1. A general description of the project is set out below.

Urban Habitat and Naturalness mapping has been developed as part of the NCEA funded England Green Infrastructure Mapping Database.

Learn more about the Natural Capital and Ecosystems Assessment Programme [NCEA here.](https://www.gov.uk/government/publications/natural-capital-and-ecosystem-assessment-programme/natural-capital-and-ecosystem-assessment-programme)

Work over the last 4 years has focussed on an initial piloting exercise, followed by 3 phases of trialling to apply and develop the method as it was applied at different scales and across a range of different urban areas in England.

During 2024/25, the resulting data and method were technically reviewed by Axion Solutions, and a limited stakeholder engagement exercise was run to gain feedback on the outputs from the pilots and trialling phases.

Because the mapping method was developed and amended with experience, the actual mapping for each area is slightly different and there are also “edge conflicts” where data from different phases are contiguous.

Receipt of amended methodology and “Sister Contract”.

To address issues identified during the method review and to bring all existing data into line, a sister contract to the one set out here will run concurrently with this project.

The first output from the “sister contract” will be an updated “final” method. This project will apply the adjusted method to the specified areas of interest.

The method will be supplied to the successful contractor on completion of task 1 within the sister contract. Whilst a contractor will be appointed in line with the timetable set out above, actual work will not be able to start until the amended method becomes available. This may delay the start of work on the contract by up to 1 month from the formal date of the start of contract.

This delay needs to be built into the project delivery timescales and work flow plans.

The “amended” mapping method.

As a result of the feedback and review, some final adjustments have been developed to the Urban Habitat Mapping Method. These final adjustments are being incorporated into the method by a sister contract to this one.

However, the method will not be substantially different from that previously used to develop the existing Urban Habitat Mapping. A generalised image file of the Broad Class mapping is available to see on the GI Mapping Page (tool [Home (naturalengland.org.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclicks.eventbrite.com%2Ff%2Fa%2FB_lhmLe6lSzEykzJa0id7g~~%2FAAQxAQA~%2FRgRjk2ROP0RLaHR0cHM6Ly9kZXNpZ25hdGVkc2l0ZXMubmF0dXJhbGVuZ2xhbmQub3JnLnVrL0dyZWVuSW5mcmFzdHJ1Y3R1cmUvSG9tZS5hc3B4VwNzcGNCCmGyzjCyYSIWXadSIW1hcnRpbi5tb3NzQG5hdHVyYWxlbmdsYW5kLm9yZy51a1gEAAAAAA~~&data=05%7C02%7CMartin.Moss%40naturalengland.org.uk%7C9a202cc794364c1afb9e08dcfe446519%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638664816920365071%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=rnx7pEfjq07wiMj1Ogayo0zn8TI9CzL%2BllAJ5ilbVBk%3D&reserved=0) of the Green Infrastructure Standards website but the actual data is not open.

A detailed description of the Urban Habitat Mapping done to date is to be found in the Method Statement for the Green Infrastructure Mapping that can be found via the link below.

<https://publications.naturalengland.org.uk/publication/6203016844410880>

To understand the likely changes to the existing method, documentation (annexes 2, 3, 4 and 5) is included with the detailed specification for information only and to show the likely changes and probable details of the final method currently in production. However, it is anticipated that the method will be substantially the same as set out the current “User Guide” (Annex 2) with some relatively minor modifications that would affect the actual data processing within Trimble eCognition.

This contract will apply the final “adjusted” method to the locations identified in the Detailed Specification (Annex 1). Once appointed, the successful contractor will be given access to the amended method to use in generating the “expanded” mapping areas and a sample of existing Urban Habitat data for reference (the data is not OGL and cannot be supplied beforehand). This will mean a short delay from appointment until the final documentation can be provided.

Once available, this contract will apply the “amended” method to the suite of additional areas set out in Annex 1 in order to expand the coverage of the Urban Habitat and Naturalness Mapping to an increased number of the major urban centres across England.

The affected geographic areas are listed in Annex 1.

The project will involve 2 tasks.

Task 1 – Apply the “final” schema, definitions and rulesets for the amended mapping approach to the Areas of Interest set out in Annex 1. Only Urban Habitat Maps will be required as the Naturalness element of the method is still developmental. No Naturalness or Combined Factor Naturalness maps will be required and this part of the method should be ignored.

Please note, the Areas of Interest are on two lists – core and additional.

The submitted quote should provide costs for both sets of areas separately and for each listed Area of Interest specifically.

A decision on whether to commission both Areas of Interest lists or just the Core list will be taken once overall costs are known.

Task 2 – Accuracy Assessments and Data Confidence Overlay Maps.

Confusion matrices should be used to assess the accuracy of the Detailed Urban Habitat Maps and the pe3rcent accuracies derived should be used to create an overlay for the Detailed Habitat Maps showing confidence level for each APGB date tile.

Task 3 – Produce a short technical report setting out any issues and/or minor amendments that were necessary during the production of the data for the listed Areas of Interest.

When mapping new areas, issues relating to new conditions or circumstances can arise that require method adjustments. In addition, the source data can sometimes throw out specific problems relating to one or other source or date tile etc. These may be resolved and noted but not all problems have provided resolvable and should thus be noted as issues affecting the mapping for those date tiles affected. Issues and problems should be recorded in a short technical report.

Outputs.

Technical details of the output requirements are set out in Annex 1 (Detailed Specification).

The outputs will be;

1. Data/maps of Broad Urban Habitats for the listed locations (Please see data standards set out in annex 7).
2. Data/maps of Detailed Urban Habitats for the listed locations (Please see data standards set out in annex 7).
3. Accuracy assessments for each APGB with associated Data Confidence overlay for the Detailed Urban Habitat maps (only) by APGB date tile.
4. A short technical report of any issues and/or problems encountered during the data processing.

Milestones and Payment schedule

|  |  |  |
| --- | --- | --- |
| Milestone | Due date | Payment  |
| Task 1a – Broad and detailed habitat maps for the “Core Areas” identified in Annex 1. | 27th February 2026 | Task 1 will be 70% of the contract payment irrespective of whether both Core and additional areas are progressed.35% - payment at 50% of areas data delivered from final task 1 list.35% - payment at remaining 50% of areas data delivered from final task 1 list. |
| Task 1b – Broad and detailed Habitat Maps for the Additional areas” identified in Annex 1 (if this list is selected for delivery). | 31st January 2026 (1st payment due at 50% of areas delivered with 50% of completion of Core Areas). | 20% |
| Task 2 – Accuracy assessments and Data Confidence Overlay map. | 27th February 2026. | 20% |
| Task 3 – Technical report. | 27th February 2026 | 10% |

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. Invoices can be submitted in accordance with the payment schedule above.

It is anticipated that this contract will be awarded to end no later than 30th January 2026. 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

The evaluation is broken down into 2 elements, technical (quality) and commercial (price). A weighting is applied to each element to indicate its level of importance.

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

Overall weighting of evaluation scores.

Technical – 50%

Commercial – 50%

**Evaluation criteria.**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 50% | Service / Product Proposal | Technical Understanding | 1 QuestionQ1.1 (40% of technical score available) |
| Project Team | 2 QuestionsQ2.1 (20% of Technical score available)Q2.2 (10% of technical score available) |
| Project Management and Quality Assurance. | 2 QuestionsQ3.1 (10% of technical score available)Q3.2 (20% of technical score available) |
| Commercial | 50% | Whole life cost of the proposed Contract | Commercial Model | 1 Question Q4 - 50% |

Technical 50%

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

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

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

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| Technical understanding. | **Detailed Evaluation Criteria** |
| Q1.1 How would you deliver the outcomes of tasks 1?Please note – information about the delivery of task 2 should be set out in the answer for Q3.2 | Your response should;Explain your technical understanding of the requirements of task 1. Set out a proposed work flow for delivering the data outputs for the Areas of Interest.Confirm how you will meet the requirements of the data standard (annex 7). |

|  |  |
| --- | --- |
| Project Team | **Detailed Evaluation Criteria** |
| Q2.1 What experience the proposed project team has of delivering digital mapping projects. | Your response should;Clearly set out the composition and responsibilities of the proposed project team.Describe and include recent examples of work / projects delivering digital mapping.Set out relevant experience of proposed team members and describe how this experience is relevant to the specific data processing needs of this project.Detail what software the project team has experience of using (other than Trimble eCognition as this is covered in the next question). |
| Q2.2 What experience has the proposed project team of using eCognition software? | Your response should;Provide examples of the use of eCognition in former projects.Identify which proposed project team members have eCognition use experience. |

|  |  |
| --- | --- |
| Project management and quality assurance. | Detailed Evaluation Criteria |
| Q3.1 How will quality assurance be managed in delivering the project. | Your response should;Clearly set out the approach that will be taken to manging the project delivery including working with Natural England and the Project Steering Group.Explain how project quality assurance procedures will be applied.Include a clear project delivery plan and timescale.Include a project delivery risk assessment with proposed mitigation for each risk. |
| Q 3.2 How will data quality be assured. | Your response should;Explain your understanding of Accuracy Assessments / use of Confusion Matrixes.Describe how you would go about the Accuracy Assessments process.Describe how the Accuracy Assessments would be used to develop the “Confidence Overlay Layer”. |

Commercial 50%.

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

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

**Calculation Method**

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 50% (Maximum available marks)

* Technical

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

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

Information to be returned

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

Please complete and return the following information:

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

Award

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

The successful supplier will be issued the contract, 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) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

|  |  |  |
| --- | --- | --- |
| Question no.  | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation |
| 2.2(b) | Breach of environmental obligations?  | (Yes / No)If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations?  | (Yes / No)If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations?  | (Yes / No)If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

