Request for Quotation

England Green Infrastructure Mapping Database.

First Change Detection Reporting Exercise.

05 July 2025

**Request for Quotation**

First Change Detection Reporting Exercise.

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email: martin.moss@naturalengland.org.uk

Date: 8th August 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.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 08/07/2025 at 12:00 BST |
| Deadline for clarifications questions | 25/07/2025 at 17:00 BST |
| Deadline for receipt of Quotation | 08/08/2025 at 12:00 BST |
| Intended date of Contract Award | 20/08/2025 |
| Intended Contract Start Date | 25/08/2025 |
| Intended Delivery Date / Contract Duration | 27/02/2026 |

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):

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| “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

* Low Value Terms & Conditions (used for purchases under £10k)
* Standard Good and Services Terms & Conditions (used for purchases under £50k)

can be located on the [Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

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

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

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

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

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

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

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

General Data Protection Regulations 2018

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

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

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

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](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.

The England Green Infrastructure Mapping Database has been developed by Natural England with support from the Natural Capital and Ecosystems Assessment programme.

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)

The mapping is published on the Green Infrastructure Framework website and the data is published under OGL.

The GI Mapping can be viewed via the link to the England Green Infrastructure Framework website at [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)

A detailed description of how the mapping content was developed is to be found in the [Method Statement](https://publications.naturalengland.org.uk/publication/6203016844410880).

The mapping data is published under OGL via the link [environment.data.gov.uk](https://environment.data.gov.uk/dataset/10fe3706-1527-4803-ae2a-b5903fcdbefa).

Development of the England Green Infrastructure Mapping Database (EGIMD).

The EGIMD has been in development since 2020 and is published as a series of successive versions.

Version 1 (which was published as V 1.1 in December 2021 with amendments and expanded content as V 1.2 in January 2023) was archived in November 2024.

Version 2.1 was published in November 2024.

Version 2.2 is due to be issued in June/July of 2025 and will update aspects of the V 2.1 that are relevant to this project.

Taken together, the three versions (V 1, V 2.1 and V 2.2) span a 5 year period and 3 “snapshots” of the data relevant to this project at roughly 2.5 yearly intervals (there are some exceptions listed in Annex 1 where only 2 data points for V 1 and V 2.1 exist).

Since the beginning, a core purpose of developing the EGIMD was to develop a means of being able to undertake long term Change Detection with respect to England’s Green Infrastructure. Such Change Detection was planned to be undertaken on a 5 yearly basis.

With the impending publication of V 2.2 it has become possible to undertake a first iteration of a Quintennial Change Detection Report. This project will undertake a first change detection exercise but also establish a method to provide a foundation for future change detection exercises in due course.

The purpose of the exercise is essentially two fold;

1. Using statistical data from V 1, V 2.1 and V 2.2 as “three points on the graph”, to assess statistical change in the data.
2. To develop and apply a method for testing the statistical data to establish the causes of change (for example through improved data quality or because of actual change on the ground). This will involve the use of the “Change Registry” that was developed for V 2.1 and updated in V 2.2 that tracks change within EGIMD spatial data at a polygon level but does not attempt to qualify the cause of change. However, all polygons are recoded as either New, Removed or Unchanged between respective versions.

Scope of data to be subject to Change Detection Reporting.

A detailed scope of the data to be examined in this Change Detection exercise is set out in Annex 1.

For this first exercise, the assessment with focus on assessing change within the core GI Asset Register (largely module 1 Combined Green and Blue Infrastructure Assets) and the various elements of the EGIMD relating to Accessible Green Infrastructure and Accessible Green Space, Likely Accessible Waterside and Accessible Greenspace Inequalities.

Anticipated types of change in the EGIMD (Change Scenarios).

It is anticipated that there may be 3 core reasons (Change Scenarios) why data may be changing within the EGIMD.

1. Changes occurring because the data has been amended such as through improvements to data quality. This may add or remove polygons that were either added because they were missing from the source data at the time it was used (Missing asset error) or removed as a correction due to its having been included in error (Phantom asset error).
2. Changes occurring because individual polygons have been subject to change in their typological allocation. This results a polygon being described differently in the data but the actual polygon remains unchanged. Such change in the data could result in polygons being registered as “New” or “Removed” but whose spatial representation in the data would remain the same. For example, a Playing Field polygon being reclassified as a Public Park would result in a “Removed” Playing Field, and a “New” Park but an “Unchanged” polygon.
3. Changes occurring through land use change. This could result because of “New” assets being created (new parks in developments etc) or “Removed” because assets have been lost and converted to land uses not relevant to the scope of change being examined in this project (for example, a park being developed for other purposes).

Scales of assessment.

The data tables for V 2.1 and V 2.2 present data extracted from the spatial data at a range of geographies. Tables for V 1 spatial data will need to be created. Please see note on areas to be used for reporting in the Detailed Specification. Local Authority areas to be used in reporting will be those as at June 2025 and data from all three EGIMD versions will need to be brigaded into the current Local Authority geographies.

Scales used for statistical geographies in data tables for V 2.1 and V 2.2 are as below;

* England
* LNRS area
* Local Authority
* MSOA
* LSOA
* Protected Landscapes.
* NCA.

The Change Detection Report will focus on reporting change at the following scales;

* England
* LNRS area
* Local Authority (as at June 2025)
* Protected Landscapes (National Parks, National Landscapes (formerly AONBs) and Heritage Coasts)

Not all elements of the reporting will be done for all geographies and the specific reporting geographies for individual elements of the reporting are identified in the scope set out in the Detailed Specification.

Whilst data may be generated or utilised at both MSOA and LSOA levels, reporting on these geographies will be restricted to range (highest to lowest) and averages (Mean and Median only. Reporting of change will not be required at these scales individually.

The project will involve 4 tasks.

Task 1 – Statistical Review.

This task will be a statistical analysis and comparison of the data in V1, V 2.1 and V 2.2 of the England Green Infrastructure Mapping Database.

Task 2 – Analysis of Change Registry.

The change registry is a system of attributes that track each polygon in the data. It allows comparison between versions to establish churn within the data. Polygons can be identified as new, removed or unchanged between versions.

This task will assess how the data between versions is changing at a polygon and typological level.

Task 3 – Change causalities.

This task will involve a limited sampling of polygons that have “new” or “removed” Change Registry status and attempt to assess why the change appears to have happened.

Task 4 – Reporting.

This task will deliver the reporting requirements set out in the Detailed Specification (Annex 1).

Outputs.

The general outputs will be;

Statistical tables for V 1.1 spatial data.

A short report on the quality assurance exercise for the data for V 2.1 and V 2.2 in task 1.

Technical reports as set out in task 4.

Spatial data (shape files) for the polygons / locations used in the Causality Assessment.

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 monthly.

It is anticipated that this contract will be awarded to end no later than 27th February 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. The allocated weighting must add up to 100 across the 2 elements, 60% technical, 40% commercial.

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.

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| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Technical Understanding | 3 Questions  Q1.1 (30% of technical score available)  Q1.2 (30% of technical score available)  Q1.3 (10% of technical score available) |
| Project Team | 2 Questions  Q2.1 (10% of technical score available)  Q2.2 (10% of technical score available) |
| Project Management and Quality Assurance. | 2 Questions  Q3.1 (5% of technical score available)  Q3.2 (5% of technical score available) |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q4 - 40% |

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.

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| --- | --- |
| Technical understanding. | Detailed Evaluation Criteria |
| Q1.1 How would you deliver the outcomes of task 1? | Your response should;  Explain how statistical data will be extracted from the spatial data to create statistical tables for Version 1 of the EGIMD.  Explain what approach would be taken to undertaking a Quality Assurance exercise to confirm the data quality of the data tables for versions 2.1 and 2.2  Set out the approach that would be taken to undertaking the statistical review of the data tables for Versions 1, 2.1 and 2.3 of the EGIMD |
| Q1.2 How would you deliver the outcomes of task 2? | **Your response should;**  Explain the approach that would be taken to analyse change in the data to create numerical assessments of new, removed and unchanged polygons between versions and how such analysis would be used to create “change registry accounts” for the reporting geographies. |
| Q1.3 Explain your understanding of the scope of the change detection exercise with reference previous work on Green Infrastructure (especially urban), Accessible Greenspace and the Accessible Greenspace Standards. | **Your response should;**  Demonstrate a thorough understanding of Green Infrastructure with especial relevance to the urban environment.  Provide evidence of previous work relevant to Green Infrastructure Mapping and Accessible Greenspace. |

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| Project Team | **Detailed Evaluation Criteria** |
| Q2.1 What experience the proposed project team has of delivering projects involving statistical analysis of data, undertaking data quality assurance and analysing spatial data. | **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 statistical analysis.  Set out relevant experience of sampling and assessing spatial data. |
| Q2.2 What experience the proposed project team has of writing technical reports on change detection in datasets. | **Your response should;**  Include recent examples of work undertaken that involved assessing change over time in spatial data and set out how experience gained could be applied to the proposed work. |

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| 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. |
| Q3.2 How will the statistical data quality be assured. | **Your response should;**  Explain what approach will be taken to overall project quality assurance of the project outputs - final statistical data reports and analyses etc. |

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

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

* Technical

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

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

Information to be returned

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

Please complete and return the following information:

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

Award

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

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

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

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

Part 1.1 Potential Supplier Information:

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

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

Part 1.2 Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

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

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

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| --- | --- | --- |
| 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 convicted  If 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

