**Guided Buying Request for Quote**

Beachy Head East MCZ Intertidal Survey

**17/07/2025**

**Request for Quotation**

Beachy Head East MCZ Phase I and targeted Phase II Intertidal Surveys.

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:[**Sian.Woollard@naturalengland.org.uk**](mailto:Sian.Woollard@naturalengland.org.uk)

Date: **[31/07/2025]**

Time: **13:00**

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

**Contact Details and Timetable**

**Sian Woollard** 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 | **17/07/2025** |
| Deadline for clarifications questions | **25/07/2025** |
| Deadline for receipt of Quotation | **31/07/2025** |
| Intended date of Contract Award | **08/08/2025** |
| Intended Contract Start Date | **11/08/2025** |
| Intended Delivery Date / Contract Duration | **15/03/2025** |

Section 1: General Information

**Glossary**

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

|  |  |
| --- | --- |
| “Authority” | Means Department for Environmental, Food & Rural affairs acting as part of Natural England who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

**Conditions applying to the RFQ**

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

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

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

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

**Acceptance of Quotations**

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

**Costs**

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

**Self-Declaration and Mandatory Requirements**

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

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

**Clarifications**

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

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

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

* The clarification and response are not commercially sensitive; and
* All suppliers may benefit from its disclosure,

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

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

**Amendments**

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

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

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

**Conditions of Contract**

The Authority’s Standard Good and Services Terms & Conditions (used for purchases under £50k) can be located on the Natural England website and will be applicable to any contract awarded as a result of this quotation process. The authority will not accept any changes to these terms and conditions proposed by a supplier.

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

**Prices**

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

**Disclosure**

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

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

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

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

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

If this opportunity is advertised via FTS, we are obliged to publish details of the awarded contract.

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.

**Information Security requirements**

The Government Security Classification Policy (GSCP) sets out the administrative system used by HM Government (HMG) to protect information and data assets appropriately against prevalent threats through the use of ‘classification tiers’. HMG uses three classification tiers; OFFICIAL, SECRET and TOP SECRET. Each tier provides a set of recommended baseline behaviours and a set of protective controls, which are proportionate to the threat profile for that tier AND the potential impact of a compromise, accidental loss or incorrect disclosure of information held within that tier.

Tenderers and suppliers must ensure that appropriate protective security controls are in place to comply with the GSCP and manage the information shared and received as part of this tender exercise.

A full suite of guidance documents is available on GOV.UK, with specific guidance for tenderers and suppliers set out in [Guidance 1.6 - Contractors and Contracting Authorities.docx (publishing.service.gov.uk).](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1166155/Guidance_1.6_-_Contractors_and_Contracting_Authorities.pdf)

**Use of Artificial Intelligence**

The Authority expects suppliers to declare where they have used AI software in the creation of Tender responses or intend to use AI software in the performance of the contract. How any AI software was, or will be, used should be to be declared within the technical submission part of the tender. We may require you to answer specific question/s on this topic, particularly where the Authority expects that usage is highly likely or clearly relates to the contract requirements.

Suppliers must follow any guidelines or regulations related to AI use and declarations as indicated in the PPN 2/24 Improving Transparency of AI use in Procurement.

Any information, instructions, or data provided by the Authority to suppliers as part of this tender, the requirements, or contract should not be directly inserted into Generative AI software (such as Gemini, ChatGPT, or CoPilot) without prior permission, unless this information is clearly published in the public domain.

Use of any Authority confidential tender information for training AI software is prohibited. it is advised that Defra’s data or instructions, or anything marked as confidential should not be directly inserted into AIs. For example, putting Authority’s instruction email into Gemini, ChatGPT, or CoPilot is not recommended.

If you intend to use AI to provide goods or services to the Authority, then you are required to complete a declaration which is simply answering the question stated within the 'Information to be returned’. The answer to this question will not be used in scoring your quote.

**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**

**1. Introduction**

Natural England (NE) is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone. NEs remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is NEs responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

Further information on the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

Beachy Head East Marine Conservation Zone (MCZ) was designated in 2019 under the Marine and coastal Access Act (2009) and covers an area of 19,486.51 ha between Beachy Head lighthouse in the west and Hastings Pier in the east. The MCZ extends just beyond 6 nautical miles offshore (Figure 1). Beachy Head East MCZ has a sandstone/chalk reef system which provides niche habitats for a wide range of species. Between Beachy Head point and Holywell, a chalk reef extends from the subtidal area up to the coast and white cliffs, forming sheltered rockpools at low tide. Peat and clay exposures within the MCZ are of particular interest to Natural England, due them being a rare and irreplaceable habitat, and UK Biodiversity Action Plan (BAP) priority habitat, sensitive to interactions with fishing gear. For boundary coordinates for BHE MCZ please see: [Beachy Head Marine Conservation Zone boundary map (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/5f509c5ce90e0746a19620ef/beachy-head-east-mcz-boundary.pdf).

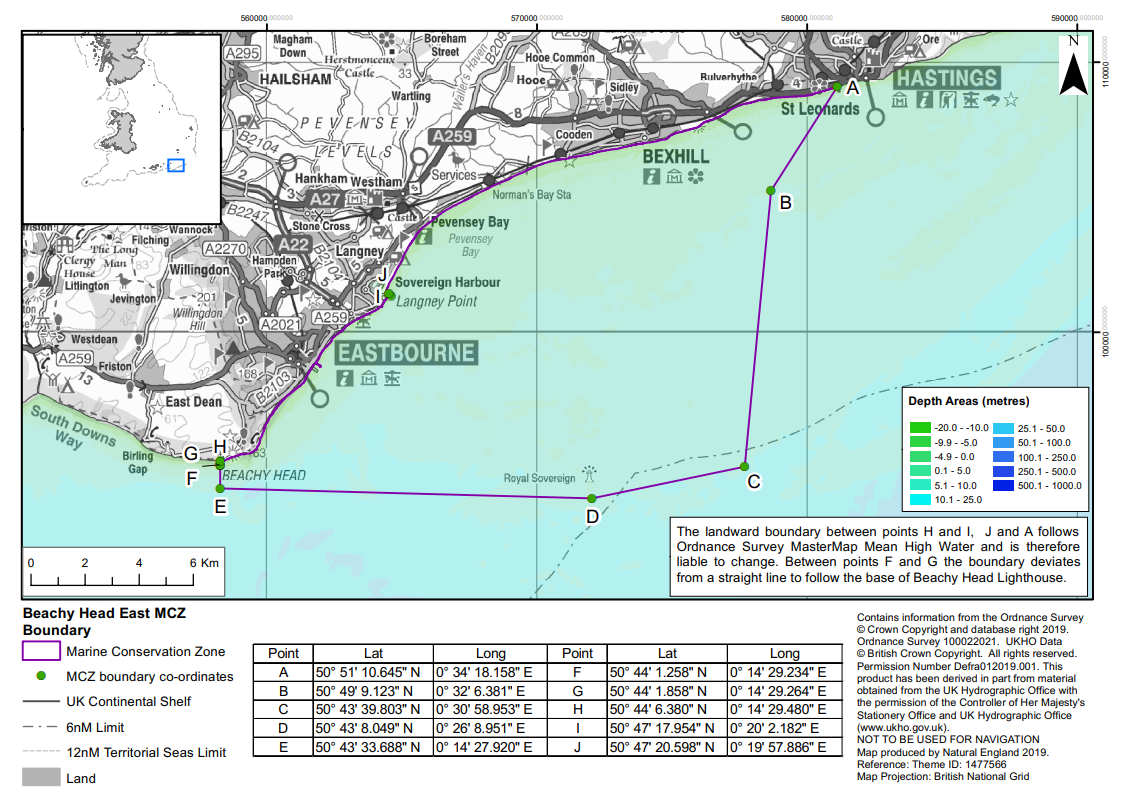
Table 1: Summary of Beachy Head East MCZ designated features and their General Management Approach. Highlighted are main intertidal features.

|  |  |
| --- | --- |
| Protected features | General Management Approach |
| Littoral Chalk Communities | Maintain in Favourable Condition |
| Subtidal Coarse Sediment |
| Short Snouted Seahorse (*Hippocampus hippocampus*) |
| Subtidal Sand |
| High Energy Circalittoral Rock | Recover to Favourable Condition |
| Moderate Energy Circalittoral Rock |
| Peat & Clay Exposures |
| Ross Worm (*Saballeria spinulosa*) Reefs |
| Subtidal Chalk |

**1.1 Survey area**

*A green line on a map

Description automatically generated*  
*Figure 1. The location and boundaries of Beachy Head East MCZ.*

  
*Figure 2. Locations and boundaries of Beachy Head East MCZ with coordinates.*

1.2 Previous surveys

Since its designation there is no baseline data for Beachy Head East MCZ, this survey would contribute towards building an established baseline for the intertidal habitats within this site and contribute towards Natural England's condition assessment efforts.

A map of a large area with many colored dots

AI-generated content may be incorrect.  
*Figure 3. Feature map of Beachy Head East MCZ taken from Gov.uk* [*Marine Conservation Zones: Beachy Head East - GOV.UK*](https://www.gov.uk/government/publications/marine-conservation-zones-beachy-head-east)

**2. Aims & Objectives**

**2.1 Aims**

Natural England wishes to commission a phase I and targeted phase II intertidal survey between July 2025 and October 2025 in order to gather robust evidence on the distribution, extent and community composition of littoral chalk communities and Peat and Clay exposure features within Beachy Head East MCZ. This project will deliver a detailed map of features at the lowest biotope level possible. Natural England will interrogate and analyze the detailed evidence collected (as part of a separate, internal exercise) to inform Condition Assessment, the formulation of Conservation Advice and the construction of an Ecosystem Asset baseline for the area in question.

The information gathered must be of sufficient quality to provide a comparison with previous surveys (where possible) relating to intertidal habitat features according to methodologies outlined in [JNCC common standards guidance](https://jncc.gov.uk/our-work/common-standards-monitoring-guidance/).

The survey design for this tender should achieve the following aims:

* Map biotopes present at the site to the highest possible level (recorded in EUNIS Level 5/6) based on the principles and methodologies from the Common Standards Monitoring guidance and [Marine Monitoring Handbook](https://hub.jncc.gov.uk/assets/ed51e7cc-3ef2-4d4f-bd3c-3d82ba87ad95)
* Acquire high quality biological data of suitable resolution to allow key attributes of condition to be assessed and future robust temporal analysis in community composition to be assessed according to Common Standards Monitoring guidance for the features, Littoral chalk communities and Peat and clay exposures. Natural England recognise that budgets may restrict robust data collection within every level 5 biotope present, and where this is the case, target biotopes should be discussed and agreed with the project officer following the Phase I survey.

In brief, Natural England are seeking potential contractors to pay particular attention to survey design so that quantitatively robust data is acquired which will permit rigorous statistical analysis and support robust condition assessments.

**2.2 Objectives**

The specific objectives of this contract are to:

In collaboration with Natural England, plan, undertake and report on Phase I and targeted Phase II intertidal sampling techniques in order to inform baseline monitoring of Beachy Head East MCZ.

Undertake a cost-effective survey which will contribute towards building an established baseline for the site, which should be assessed against the relevant attributes. Under this specification the successful Contractor(s) must:

* In agreement with Natural England, develop and implement a survey plan to collect data suitable for undertaking quantitative temporal assessment of ecological change within the biotopes identified under this specification.
* During the course of fieldwork, any observations of INNS (as detailed in section 6) and/or anthropogenic influences, potentially impacting intertidal features should be identified, and where possible quantified, allowing analysis to focus on investigation of the potential impacts of these pressures (e.g. bait digging, surface drain outfalls, fishing activities, litter, coastal defence works, and damaging activities). These should be mapped where possible in accordance with the methods outlined in the CCW Phase I [Biotope Handbook](https://data.jncc.gov.uk/data/9578d07b-e018-4c66-9c1b-47110f14df2a/Handbook-Phase1-HabitatSurvey-Revised-2016.pdf) and should include damaging or potentially damaging activities. Recommendations for future targeted surveys to characterise anthropogenic pressures and/or INNS should be provided.
* Provide an evidence based preliminary assessment of the condition of intertidal habitats in Beach Head East MCZ, clearly stating how the assessment is supported by the analysis of data collected.
* Produce a concise field report within one month of the survey completion, to be followed up by a full report as detailed in section 9.
* Provide fully detailed methodology for the work undertaken to ensure that methods can be repeated in the future.
* Provide a final comprehensive report which analyses, interprets and presents the findings in light of the overarching objectives above. Particular emphasis should be placed on describing the extent, distribution and composition of biotopes (EUNIS level 5/6 where possible) and any temporal and/or spatial variability across the study area.
* Using ArcGIS, produce a biotope map comprising data relating to the extent, distribution and community composition of habitats and features of interest, using target notes where relevant to highlight the distribution of INNS and identified anthropogenic pressures throughout the study area.
* Provide all data to the relevant standards including GI (MEDIN metadata) and uploaded to Marine Recorder Online (see section 9.3).

**3. Survey strategy**

This survey should be planned in accordance with the methods detailed in the [CSM guidance](https://jncc.gov.uk/our-work/common-standards-monitoring-guidance/), [JNCC Marine Monitoring Handbook (Davies et al., 2001)](https://data.jncc.gov.uk/data/ed51e7cc-3ef2-4d4f-bd3c-3d82ba87ad95/marine-monitoring-handbook.pdf) and the [CCW Handbook for Marine Intertidal Phase I Survey and Mapping (Wyn et al., 2000).](file:///C://Users/sw000261/Downloads/CCW%20Handbook%20for%20Intertidal%20Phase%201%20Biotope%20Mapping.PDF)

Feature 1: Peat and Clay Exposures

Feature 2: Littoral Chalk Communities

Table 1: Attributes which can be fully or partly assessed using the methods within this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Attribute | Survey method required | | |
| Phase I biotope mapping | Phase II (Quadrat survey) protocol | SACFOR abundance scale |
| Extent and distribution | Feature 1\*  Feature 2 |  |  |
| Presence & spatial distribution of biological communities | Feature 1  Feature 2 |  |  |
| Species composition of component communities |  | Feature 2 | Feature 1 |
| Non-native species and pathogens |  | Feature 2 | Feature 1 |

\* In addition, data may be gathered on beach height to inform areas with accruing and eroding sediment, in particular where erosion is exposing more peat and clay features.

There may be other Features of Conservation Importance (FOCI) for which the site is designated which should also be recorded, notably but not limited to blue mussel *Mytilus edulis* beds, native oyster *Ostrea edulis* reefs, and ross worm *Sabellaria spinulosa* reefs. These features are predominantly subtidal but may also be present in the intertidal zone.

For details on these attributes please refer to the conservation advice package for Beachy Head East ([Designated Sites View (naturalengland.org.uk)](https://designatedsites.naturalengland.org.uk/Marine/SupAdvice.aspx?SiteCode=UKMCZ0053&SiteName=beachy%20head&SiteNameDisplay=Beachy+Head+East+MCZ&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=&NumMarineSeasonality=).

**3.1 Phase I Habitat Assessment**

The aim of this Phase I survey will be to determine the distribution and extent of intertidal habitats, with an emphasis on chalk habitats and peat and clay exposures.

The Phase I survey should aim to achieve coverage of as much of the site as possible in order to:

* Map the habitats and communities present;
* Identify the presence of anthropogenic impacts;
* Identify the extent and distribution of Invasive Non-Native Species (INNS) present;
* Develop a preliminary biotope map and use it to inform the design of the Phase II survey.

**3.2 Qualitative community data**

Of the two features of interest, qualitative community sampling is intended for peat and clay exposures due to the feature’s irreplicable nature limiting sampling to non-invasive observations. Natural England suggests the [SACFOR scale](https://mhc.jncc.gov.uk/media/1009/sacfor.pdf) to be used to collect qualitative information on the communities visibly present.

3.3 Phase II Quantitative Sampling

Of the two features of interest phase II quantitative sampling is intended for littoral chalk habitats to quantify the species assemblages and corroborate biotope assessment made during the Phase I survey.

In order to detect temporal change, it is essential that the survey design supports accurate representation of the communities that are present through adequate replication. The Phase II should be informed by results from the Phase I survey to ensure samples are taken from across representative and target habitats in accordance with the aims and objectives.

Sample locations should be:

* Geographically spread throughout the site
* Representative of the target habitat of interest
* Randomly located within the broad intertidal habitat type “littoral chalk” identified through Phase I
* Distributed across the site as transects with stations at high, mid and low shore (where appropriate)
* Precautions taken to avoid sampling within transition zones

A minimum of five stations (25 0.25m2 quadrats) per biotope within littoral chalk broadscale habitat (noting that each station represents a replicate and each quadrat a pseudo-replicate) will be required to enable robust temporal analysis (e.g. ANOSIM analysis). Lower replication than this, particularly within rocky shore communities, is likely to result in a type I error and/or significantly reduce the reliability and/or usefulness of any conclusions that can be drawn from the analysis. The application of univariate analysis alone is not appropriate for informing conclusions regarding community condition.

Where budget is highly restricted, a sentinel monitoring approach may be considered, but this will require explicit agreement from the Natural England project officer, and methods will require modification to fit with the revised approach (including highly accurate and repeatable positioning).

Natural England welcome quotes for both approaches for this survey.

3.4 Survey window

Survey work under the contract should be scheduled to be completed by the end of **31/10/2025**, however potential contractors should provide contingency dates should the planned survey be affected e.g. by weather downtime.

Contractors must clearly state their availability and capability to carry both this single contract and any other projects they may consider bidding for in combination within the given timescales.

**4.Pre-survey deskwork**

Before the survey is carried out the contractor will discuss any pre-survey work with the Nominated Officer during the start-up meeting, including:

* Clarification of roles, responsibilities and expectations
* Acquisition and checking of sources of relevant information and gathering of local advice in preparation of a project plan
* Review existing information provided by Natural England or any datasets known to the contractor.
* Ways of working and close collaboration with NE in developing project plan, particularly selection of survey sites, taking account of NE/EA pre-survey scoping work, and finalising survey design and methodologies.
* Ensure that up to date charts are used to position sample sites away from cables, pipelines or any other coastal infrastructure. Should any coastal infrastructure exist within an area to be sampled then a buffer should be used to ensure that sampling activity does not cause damage and this should be clearly displayed within the survey plan. Should coastal infrastructure be found during fieldwork then any sample sites should be relocated and the Nominated Officer informed

**5. Site access**

The Project Officer should be contacted prior to commencement of any fieldwork.

Natural England will obtain permission from seabed owners or leaseholders for survey work on the seabed and will supply a copy of this permission to the contractor. Each member of the survey team must carry a letter from Natural England to confirm that they are doing this work on the behalf of Natural England. Survey work will not be able to begin until access permissions have been obtained by Natural England.

Contractors should allow for the inclusion of Natural England staff on surveys wherever feasible. The Nominated Officer will liaise with the contractor regarding the availability of Natural England staff to join the survey, where available.

Where contractors intend to use either a vessel or hovercraft to access sites this requirement should be made clear in the tender submission and any use of these vehicles will be subject to SSSI consent and Habitats Regulations Assessment (HRA). This should be discussed from the outset with the Nominated Officer and site leads.

The removal of sediment samples from the seabed meets the terms of a marine licence exemption set out in [Article 17 of the Marine Licence (Exempted Activities) Order 2011 (as amended)](http://www.legislation.gov.uk/uksi/2011/409/article/17%22%20/t%20%22_blank)and a marine licence is therefore not required.  The MMO require notification of any exempted activities occurring; Natural England will be responsible for submitting the relevant information to the MMO for this.

Natural England will be responsible for obtaining permissions from the Crown Estate.

**6.Invasive Non-Native Species**

Invasive non-native species (INNS) are considered to be one of the top five pressures directly driving biodiversity loss globally. Prevention is the key focus, particularly in marine environments. The contractor shall be aware of and work in accordance with standard good practice biosecurity measures to avoid spread of INNS:

Equipment, clothes and boots should be clean before carrying out any work on site

When on or near water it is important that equipment is drained after use and as far as possible dried

Boats to be used in survey work should have their hulls cleaned on a regular basis. Best practice guidelines should be followed as outlined by [The Green Blue](http://www.thegreenblue.org.uk/boat_users/antifoul_and_invasive_species/boaters_best_practice_invasive.aspx).

A list of INNS species considered as a priority under the UK marine strategy can be found on the Great Britain Non-native species secretariat [website](https://www.nonnativespecies.org/resources-and-projects/marine-pathways-group/). This list includes species that might be considered as high risk and horizon species which are also relevant from an impact on designated sites perspective as well.

INNS species previously recorded in this region and/or to particularly look out for during this survey include:

The contractor must report any records of INNS observed on site against the [UK Marine Non-Indigenous Species Priority List](https://www.nonnativespecies.org/assets/UK_Marine_NIS_priority_list_2020-1.pdf) on Marine Recorder and to the Natural England Project Officer as part of the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the [GB Non-Native Species Secretariat](https://www.nonnativespecies.org/non-native-species/species-alerts). More information and guidance including ID guides can be found can be found at [https://www.nonnativespecies.org](https://www.nonnativespecies.org/non-native-species/species-alerts) and <https://core.ac.uk/download/pdf/341301316.pdf>.

**7. H & S Requirements**

All risk assessments need to be seen and signed off by the Nominated Officer (ideally when presented with the project plan), as part of the contract management process. Risk assessments need to be provided by the contractor. If surveys will be done out of season, the risks around reduced daylight and poor weather etc. need to be highlighted.

**8. Weather downtime & contingency**

Weather downtime should be defined as those periods during Marine Monitoring Operations where the influence of weather conditions results in a halt to any monitoring due to the impact on data quality and/or operational safety.

To ensure the safety of the Contractor and the integrity of the project, transparent documented communications with Natural England is essential. Natural England requires that the contract be assigned through an all-inclusive single price agreed at the outset of the project. Any permission to accrue weather downtime costs given must be in writing or by email from a nominated person within Natural England to the Contractor (the nominated person will be confirmed at the point of contract award). Any charges for weather downtime where no evidence of prior approval exists will not be approved and will not be reimbursed. Approved weather downtime may be charged to Natural England at an Operational Weather Downtime Rate, as agreed in the contract.

Survey windows should be allocated in accordance with the best tides available. If weather forecasts predict weather conditions with the potential to result in extended (>1 day) impacts on data quality and/or operational safety, up to 48 hrs prior to mobilising, then Natural England will not pay weather downtime unless expressly agreed in writing. In the event of uncertainty or other unforeseen events that impact upon the ability of the contractor to undertake the survey according to the planned schedule, the Natural England Project Officer should be contacted at the earliest opportunity, and surveys rescheduled. It is the responsibility of the contractor to contact Natural England in the event that impending poor weather is putting the survey at risk.

Natural England does not envisage paying for downtime or contingency time for intertidal survey contracts, but in the event of unforeseeable weather events, a maximum of 1 day may be paid.

In the event of uncertainty or other unforeseen events that impact upon the ability of the contractor to undertake the survey, the Natural England Nominated Officer should be contacted immediately.

**9. Outputs – Products and Timescales**

This contract shall be managed on behalf of the Authority by Sian Woollard.

The project outputs will follow the objectives set out in this tender (Section 3) and refer to available guidance for writing Natural England Technical publications.

Suppliers are to fill in the costing template below in application for the RFQ.

9.1 Survey report deliverable

Brief report to outline the survey delivered should include the following components:

* Survey narrative
* List dates, tidal conditions (spring/neap) including range etc, timeline of events and actions including number of stations/transects achieved during each tide.
* Provide detailed survey protocols for each survey component including guidance and/or standards applied and parameters/analytes measured/sampled. Provide all relevant Standard Operating Protocols used within an Appendix.
* Provide a list of all target sampling stations and associated position data highlighting which have been achieved and reasoning for any missed. If target stations were moved, provide reasoning for the move (e.g. biotope different to that expected following the Phase I).
* Provide a map of all sampling stations/transects achieved.
* Describe any access or protocol issues encountered that may have undermined the coverage or quality of the data (e.g. access issues etc).

9.2 Technical report deliverable

All detailed reports should include the following components:

* Introduction:
* Overview of the MPA/study area/target features, map of study area and overview of relevant historical surveys/studies/data
* Aims and objectives of the project. Tabulate specific attributes that have been monitored and reported together with their individual targets. Any additional objectives that are not directly associated with attribute targets e.g. recording presence and abundance of specific Invasive Non-Native Species (INNS) etc.
* Methods:
* Describe the sampling strategy including maps to support the description. It should be clear which survey components will meet the specific monitoring objectives (i.e. which attributes will be measured using each strategy component).
* All analytical methods employed should be listed, hypothesis stated together with the purpose/intention of employing individual analytical methods.
* All quality assurance measures should be detailed e.g. NMBAQCS Own Sample component participation, re-analysis of 10% of images by second operator to determine operator variability, ISO management systems compliance etc.
* Spatial Results:
* Where relevant, describe the extent and distribution of monitored attributes, supported by maps and univariate and multivariate analysis techniques.
* Describe the infaunal communities – resolution will be dependent on survey objectives but likely to be at biotope and broadscale habitat level.
* Describe any notable differences between the communities monitored, and those described in the EUNIS/Marine Habitat Classification for Britain and Ireland (e.g. regional variations in main characterising species, morphological differences in algae etc)
* Explore/describe spatial variability in monitored attributes and the potential for any variability observed to be anthropogenically induced.
* Temporal Results:
* Where data demonstrates temporal change from existing baseline data, it will be necessary to explore that data further to determine both the differences in the community composition (e.g. using SIMPER) and the potential abiotic factors driving those differences (e.g. BEST, RELATE etc). Typical analysis expected (where relevant) include: Multidimensional Scaling (MDS), Principal Component Analysis (PCA), Analysis of Similarities (ANOSIM).
* Anthropogenic impacts:
* List any indicators of potential anthropogenic influences such as surface water outfalls, litter, opportunistic macroalgae, bait digging, fishing, mooring/anchor scarring etc.
* FOCI/SOCI/INNS:
* Detail any observations and/or occurrences in the data of Features of Conservation Interest (FOCI) (e.g. biogenic reef), Species of Conservation Interest (SOCI) and Invasive Non Native Species (INNS)
* Support with maps of extent and/or distribution where relevant
* Discussion:
* Observed changes and/or spatial variability in the context of natural change
* Detail any limitations experiences in the survey or the analysis/interpretation of the data e.g. different methods used between years limiting temporal comparison. Describe and explain any differences planned monitoring effort and the monitoring that is achieved.
* Recommendations for alteration in survey strategy for future surveys

Conclusion:

* Summarise the technical findings in light of the attributes being monitored and their targets (as stated in section 2.1). This should be provided in a table which summarises the ‘condition/change’ of individual attributes.
* Please provide a table in the annex with both EUNIS and MNCR habitats found listed.
* 9.3 Data Outputs

Raw data in MEDIN format, Marine Recorder Online, and biotope maps. All data deliverables to comply with Natural England Data standards as stated below.

9.3.1 Natural England Data Standards

Particular attention should be given to the data and GIS required formats for information compatibility including MEDIN metadata standards and Marine Recorder provision.

* All sample data (quadrat data, video/still photography analyses, diver survey species, PSA analysis and biotope lists, biological taxon data etc.) need to be entered into Marine Recorder. NBNdata.mdb (or similar) and an exported snapshot file of the data should be provided for QA. Licence keys will be provided for Marine Recorder together with a ‘Marine Recorder guidance for contractors’ document to successful contractors at the mini-tender stage.
* All GIS datasets need to be provided in ESRI ArcGIS format compatible with ArcGIS version 10.2 and have attached metadata.
* All GIS files containing habitat data for each individual survey need to be produced to the MESH (<https://www.emodnet-seabedhabitats.eu/contribute-data/habitat-map-submission-process/>) translated habitat Data Exchange Format (DEF) to the most detailed EUNIS habitat level possible. MNCR (v15.03) data should be added to the ORIG\_HAB column. The GUI provided by Natural England for each survey will be used, and as much information as possible (e.g. survey name, originally assigned feature/habitat name etc.) from the original dataset, as well as any documentation provided (where available) should be included in the resulting datasets to maintain a useful audit trail. As specified in the MESH DEF, data files must be provided as ESRI Shapefiles using geographic coordinates (lat/long) and the WGS84 datum. If the datasets supplied are in other projections, transformation using the appropriate petroleum (EPSG) transformation should be carried out as part of the data formatting procedure.
* If not included in the GIS data layers listed above all sampling locations, vessels tracks, and links to data obtained should also be included as a single GI layer.
* A MESH data confidence assessment for each habitat map should be calculated and provided in a ‘MESH confidence scoresheet’.XLS file. The confidence assessment process is described and a template provided in the following MESH resources [here](https://emodnet.ec.europa.eu/en/seabed-habitats).
* Accompanying metadata for the data set must meet the MEDIN metadata discovery standard. Metadata derived as part of this project must be submitted to Natural England in an XML file which Natural England will archive through Data Archive Centres (DACs). Guidance ‘MEDIN Guidance for Contractors’ will be provided to the winning contractor.
* Data should be supplied in spreadsheet format using the [MEDIN data guidelines](http://www.oceannet.org/marine_data_standards/medin_data_guidelines.html) applicable to the survey methods used.
* Standard survey imagery (stills, video) is to be provided in their raw format.
* High quality imagery which has been selected to form part of the image reference collection for the survey need to be labelled appropriately, including the habitat/species which is represented. These should be provided as a separate folder on the storage device to the standard survey imagery.
* All data products and electronic files must be appropriately named so they sufficiently describe the contents and are not purely a numerical value. All products should be named appropriately so that they can be clearly linked to the report/project.
* Any species lists submitted will be compliant with current taxonomic names and synonyms (e.g. MSBIAS <http://www.marinespecies.org/msbias/>, World Register of Marine Species (WoRMS)).

**10.Timeline for project delivery:**

|  |  |
| --- | --- |
| Event | Date |
| Finalise methodology design and start up meeting | **14/08/2025** |
| Obtain any necessary access permissions (For NE to do) |  |
| Ground survey to be completed by | **31/10/2025** |
| Submission of brief field report by | **30/11/2025** |
| Draft report, biotope maps and output to be delivered | **14/02/2026** |
| Final report, biotope maps and output to be delivered | **15/03/2025** |

Natural England would expect to discuss and review timelines with the successful contractor in the start-up meeting and throughout the duration of the contract. Any delays to this timetable should be discussed with the Natural England Project Officer and delays not outside the control of the contractor will be penalised.

**Other**

In support of this contract NE will provide the winning supplier with:

* Project support from dedicated Nominated Officer
* Opportunity to feedback and discuss progress and the project
* Supporting GIS datasets (if required) under licence for use in this contract:
* Base map data from [Ordnance Survey](http://www.ordnancesurvey.co.uk/oswebsite/)
* Aerial photography from [Next Perspectives](http://www.nextperspectives.co.uk/)
* S-57 vector data from the UK Hydrographic Office (in ArcGIS format)\*
* Raster charts from [Oceanwise](http://www.infoterra.co.uk/) (Not to be used for Navigation)

Please see the following site for information on how to acquire GI information <https://www.gov.uk/how-to-access-natural-englands-maps-and-data>

The intellectual property rights and copyright for all products (including photographs) will lie with Natural England. Natural England aims to make all data available under the [Open Government Licence](http://www.nationalarchives.gov.uk/doc/open-government-licence/) at the end of the project via [www.data.gov.uk](http://www.data.gov.uk/) and the MEDIN Data Archiving Centres.

**11. Supporting Documents**

To assist contractors in developing their tender submission we will provide background reports and summary output documents with this specification:

**References**

Davies, J., Baxter, J., Bradley, M., Connor, D., Khan, J., Murray, E., Sanderson, W., Turnbull, C. & Vincent, M., (2001), Marine Monitoring Handbook, 405 pp, ISBN 1 85716 550 0. Available online at: <http://jncc.defra.gov.uk/page-2430>

JNCC (2004), Common Standards Monitoring Guidance for Marine, Version August 2004, ISSN 1743-8160. Available online at: <http://jncc.defra.gov.uk/page-2236>

**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. Invoicing schedule will be agreed at the start up meeting.

It is anticipated that this contract will be awarded to end no later than **31/03/26**. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

**Evaluation Methodology**

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

Technical – 70%

Commercial – 30%

Evaluation criteria

Evaluation weightings are 70% technical and 30% commercial, the winning tenderer will be the highest scoring combined score.

| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| --- | --- | --- | --- | --- |
| Technical | 70% | Service / Product Proposal | Methodology | 2 Questions (40% of technical score availability)  Q1.1 20%  Q1.2 20% |
| Key personnel | 1 Question  Q2 (20% of technical score available) |
| Project management | 1 Question  Q3 (20% of technical score available) |
| Management of sustainability and social value | 10% of technical score available |
| Health & Safety | 10% of technical score available |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model |  |

**Technical (70%)**

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

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

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

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

| **Methodology (40%)** | Detailed Evaluation Criteria |
| --- | --- |
| Q1.1 Provide details of the survey methodology and approaches, including the quality assurance process, proposed to deliver the requirements of this project (20%) | Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.  Responses should not exceed four sides of A4, and use Arial font, size 11. |
| Q1.2 Report proposal including data analysis and survey report (20%) |

| **Key Personnel (20%)** | Detailed Evaluation Criteria |
| --- | --- |
| Q2 Provide CVs for the survey team. C.V.s should demonstrate appropriate skills for intertidal survey work (20%) | CVs for all staff should be submitted to support the response and include a table showing the staff days expected to be spent on the project per task, this table should match the staff days in the cost proposal |

| **Project management (20%)** | Detailed Evaluation Criteria |
| --- | --- |
| Q3.1 Provide a summary of your proposed approach to project management (20%) | Describe proposed project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions and A Gantt chart presenting milestones, deliverables, timelines and inter-dependencies  Complete a risk register and identify any project risks and how these will be managed. |

|  |  |
| --- | --- |
| **Management of sustainability and social value (10%)** | **Detailed Evaluation Criteria** |
| Q4 (10%) | Natural England has set itself challenging commitments and targets to improve the environmental economic and social impacts of its estate management, operation, and procurement. These support the Government’s green commitments. The policies are included in the Authority’s sustainable procurement policy statement published at:  <https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement>    Within this context, please briefly explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organization’s approach for this requirement |

|  |  |
| --- | --- |
| Health and Safety (10%) | Detailed Evaluation Criteria |
| Q5 (10%) | Please supply a proposed health and safety plan and risk assessment. |

**Commercial (30%)**

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 following:

* survey costs including personnel, consumables, mobilisation/demobilisation, weather downtime, and other associated costs
* deliverables including data & reports

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'. On receipt of the signed contract the Authority will issue a purchase order.

**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 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_