**Request for Quotation**

Ref: ENVEB00832R task EA001R

**Title: Environmental Permitting Regulations (EPR) 2016 Groundwater Activity Cost Benefit**

**Request for Quotation**

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: lucy.snape@environment-agency.gov.uk

Date: 26 September 2025

Time: 17:00

Please ensure that 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 Timeline**

Lucy Snape 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.

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Date of issue of request for quotation | 4 September 2025 |
| Deadline for clarifications questions | 12 September 2025 at 17:00 BST |
| Intended response for clarification questions | 19 September 2025 |
| Deadline for receipt of quotation | 26 September 2025 at 17:00 BST |
| Intended date of contract award | 6 October 2025 |
| Intended contract start date | 13 October 2025 |
| Contract end date | 27 February 2026 |

It should be noted that these timescales and activities may be subject to change.

**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 Environment Agency who is the Contracting Authority.  |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

**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

* Research and Development Standard Terms & Conditions can be located on the Environment Agency Website ([Procurement at EA - Environment Agency - GOV.UK](https://www.gov.uk/government/organisations/environment-agency/about/procurement#conditions-of-contract), specifically [Research and development terms and conditions - GOV.UK](https://www.gov.uk/government/publications/environment-agency-terms-and-conditions-for-goods-and-services/research-and-development-terms-and-conditions) ) 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 Sub Central Contracting Authority with a publication threshold of £30,000 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](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 02/24 Improving Transparency of AI use in Procurement (HTML) - GOV.UK](https://www.gov.uk/government/publications/ppn-0224-improving-transparency-of-ai-use-in-procurement/ppn-0224-improving-transparency-of-ai-use-in-procurement-html).

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 Environment Agency staff and service users.

Suppliers are expected to;

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

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

**Project Title: EPR Groundwater Activity Cost Benefit**

Project Reference: ENVEBP00832R task EA001R

Background to the specific work area relevant to this purchase

Any discharge of pollutants which enter groundwater directly, or may enter into soil and reach groundwater, is a groundwater activity. Groundwater activities are regulated under Schedule 22 to the Environmental Permitting Regulations 2016 (EPR 2016).

In accordance with the regulations, the Environment Agency must ensure that all necessary and reasonable measures are taken to:

1. prevent the input of hazardous substances to groundwater, and
2. limit the input of non-hazardous pollutants to groundwater so as to ensure that such inputs do not cause pollution of groundwater.

This is known as ‘prevent and limit’. Permit applications for groundwater activities must show that they can meet ‘prevent and limit’ before the Environment Agency can grant a permit for a groundwater activity.

Defra’s Groundwater activity core guidance to the Environment Agency recognises that ‘prevent’ is not absolute and there is a practical limit to what realistically can be achieved within the overall context of aiming to avoid the introduction of all hazardous substances to groundwater. [Paragraph 4.17](https://assets.publishing.service.gov.uk/media/67dd3620d8e313b503358bda/EPR_Groundwater_Activity_Guidance__web_version_.pdf) also explains how an input of hazardous substances would be prevented, for example, if:

* there is no discernible concentration of a hazardous substance in the discharge. This would also clearly come within the exemption under paragraph 3(3)(b) of Schedule 22 to the 2016 Regulations, with only limited assessment needed to make this judgement: or
* there are discernible concentrations of hazardous substances attributable to the discharge in groundwater immediately down-gradient of the discharge zone, subject to adequate monitoring (or in the case of new discharges a detailed predictive hydrogeological impact assessment); or
* there are (or are predicted to be) discernible concentrations of hazardous substances in the groundwater down-gradient of the discharge zone attributable to the discharge but all of the following conditions apply:
1. concentrations will not result in any actual pollution or a significant risk of pollution in the future; and
2. there is no progressive increase in the concentration of hazardous substances outside the immediate discharge zone, that is there will be no statistically and environmentally significant and sustained upward trend or significant increasing frequency in pollutant “spikes”; and
3. all necessary and reasonable measures to avoid the input of hazardous substances into groundwater have been taken

Defra’s groundwater activity core guidance provides some brief guidance on what necessary and reasonable measures could be: “A reasonable measure would be one where the necessary technical precautions to prevent inputs to groundwater are technically feasible, not disproportionately costly and are within the control of the operator.”

The Environment Agency anticipates an increased number of groundwater activity permit applications for the re-deposit of contaminated materials at brownfield sites where there are predicted to be discernible concentrations of hazardous substances in groundwater immediately down-gradient from, and which are attributable to the re-deposit. In these instances, applicants will need to use a 'necessary and reasonable measures' evaluation to show they have prevented inputs of hazardous substances into groundwater as per sub bullet (c) above. Evaluating risks from groundwater activities is different from evaluating risks from land contamination, because hazardous substances may already be present in groundwater.

There is a need for the Environment Agency to produce detailed guidance for applicants on what are 'necessary and reasonable measures' in the context of groundwater activities, what is disproportionately costly for groundwater and how to evaluate disproportionately costly.

Guidance exists on how to carry out cost benefit analysis for the detailed evaluation of remediation options to manage the risks from land contamination. There is no guidance on how to carry out cost benefit analysis for the purposes of evaluating disproportionately costly when identifying what are reasonable measures for groundwater activities for the re-deposit of contaminated materials on brownfield sites. The purpose of this project is to review the existing guidance for cost benefit analysis for land contamination and assess whether this guidance and any other literature is relevant for evaluating disproportionately costly for necessary and reasonable measures.

**Requirement**

The project will commission a Rapid Evidence Assessment (REA) of UK specific resources to identify relevant considerations for disproportionately costly for 'necessary and reasonable measures' for remediation and re-deposit of contaminated materials as a groundwater activity.

The REA should answer the following questions:

Primary Question:

1. What current guidance remains relevant for carrying out cost benefit analysis for remediation and re-deposit of contaminated materials as a groundwater activity?

Secondary Questions:

1. Are there any other more recent literature sources that should be considered for carrying out cost benefit analysis for remediation and re-deposit of contaminated materials as a groundwater activity?
2. What factors should be considered in a cost benefit assessment for a necessary and reasonable measures evaluation for remediation as a groundwater activity?
3. Are there any factors that would require further research?

The REA should include as a minimum a review of:

* Environment Agency R&D Technical Report [P278](http://webarchive.nationalarchives.gov.uk/20140328084622/http%3A/cdn.environment-agency.gov.uk/str-p278-e-e.pdf)
* Environment Agency R&D Technical Report [P279](http://webarchive.nationalarchives.gov.uk/20140328084622/http%3A/cdn.environment-agency.gov.uk/strp279-e-e.pdf)
* Environment Agency R&D Technical Report [P316](http://webarchive.nationalarchives.gov.uk/20140328084622/http%3A/cdn.environment-agency.gov.uk/str-p316-e-e.pdf)
* Environment Agency R&D Technical Report [P2-078/TR](http://webarchive.nationalarchives.gov.uk/20101224155428/http%3A/publications.environment-agency.gov.uk/pdf/SP2-078-TR-e-p.pdf)
* [SuRF UK Framework](https://claire.co.uk/projects-and-initiatives/surf-uk-new)

You are invited to use other relevant literature resources where applicable.

The REA should be carried out in accordance with Defra and NERC's ['The Production of Quick Scoping Reviews and Rapid Evidence Assessments, A How to guide, December 2015'](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fmedia%2F5a7f3a76ed915d74e33f5206%2FProduction_of_quick_scoping_reviews_and_rapid_evidence_assessments.pdf&data=05%7C02%7Clucy.snape%40environment-agency.gov.uk%7Cc02162815db04f10437c08ddc3b934c0%7C770a245002274c6290c74e38537f1102%7C0%7C0%7C638881922409417150%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=owGqh%2FpN0NEagOTThUmlpI28zQJCSkbHeqBlJ%2BrQz80%3D&reserved=0). Access to Web of science and Scopus is a critical requirement for this project (see Section 15.3 of the 'how to guide' linked above).

The search terms and inclusion and exclusion criteria are to be agreed with the Environment Agency before commencing the work.

**Project Deliverables**

1. Carry out REA
2. Produce final report detailing the findings of the REA including:
* Conclusions on the suitability of existing guidance for evaluating disproportionately costly for necessary and reasonable measures
* Recommendations on content of future guidance on this subject
* A digital bibliography (using Zotero or equivalent product)

Timescales

21 week project to complete 27 February 2026.

Sustainability

The Environment Agency protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 year environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project

Project Management

The project will be managed and assured from within the National Groundwater Team.

The technical leads will be Lucy Snape and Tommy Lowden.

The project manager will be Lucy Snape.

Contact Details and Timeline

Lucy Snape (lucy.snape@environment-agency.gov.uk) will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that both the question and the response will be circulated to all tenderers.

**Outputs and Contract Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| Task 1 | Publish Request for Quote (RfQ) | Environment Agency | 4 September 2025 |
| Task 2 | Quotes returned by suppliers | Contractor | 26 September 2025 |
| Task 3 | Contract Awarded | Environment Agency | 6 October 2025 |
| Task 4 | Project Start and Inception Meeting (virtual) | Contractor | 13 October 2025 |
| Task 5 | Agreement of inclusion and exclusion criteria for REA | Contractor | 24 October 2025 |
| Task 6  | Progress meeting (virtual) | Contractor | 3 November 2025 |
| Task 7  | Progress meeting (virtual) | Contractor | 1 December 2025 |
| Task 8  | Progress meeting (virtual) | Contractor | 5 January 2026 |
| Task 9 | Draft final report submitted | Contractor | 23 January 2026 |
| Task 10 | Steering Group review of draft final report | Environment Agency | 6 February 2026 |
| Task 11 | Final report signed off | Environment Agency | 27 February 2026 |

Progress meetings with the Environment Agency's project steering group will be virtual and held monthly.

**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 and for invoices to be requested monthly.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

It is anticipated that this contract will be awarded for a period of 21 weeks to end no later than 27 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**

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

Technical – 60%

Commercial – 40%

**Evaluation criteria**

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Methodology and approach | 1 QuestionQ1.1 (40% of technical score available) |
|  |  | Project Team – skills, experience and capability in the remediation of land contamination, cost benefit assessment and groundwater activity permit applications at brownfield sites | 1 QuestionQ2.1 (40% of technical score available) |
|  |  | Previous experience of carrying out evidence reviews and critical appraisals of evidence | 1 QuestionQ3.1 (10% of technical score available) |
|  |  | Project Management | 1 Question Q4.1 (10% of technical score available) |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 100% |

Technical (60%)

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

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

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

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

|  |  |
| --- | --- |
| Methodology and approach | Q1.1: Provide details of the methodology and approaches proposed to deliver the requirements of this project. Responses should not exceed four sides of A4 and use Arial font, size 11 |
| Q1.1  | 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. |

|  |  |
| --- | --- |
| Project Team, Skills and Experience | Q2.1: Provide details of the company and key personnel who will be involved in delivering the project, outlining their experience and expertise in the remediation of land contamination, cost benefit assessment and groundwater activity permit applications at brownfield sitesResponses should not exceed four sides of A4 and use Arial font, size 11 |
| Q2.1  | Your response should:1) Identify all key staff to show that the project team is well suited to achieving the project objectives. 2) show your company and personnel have the relevant expertise in land contamination, cost benefit assessment and permitting of groundwater activities at brownfield sites3) Provide a brief explanation of how you will ensure project continuity if key staff become unavailable. |

|  |  |
| --- | --- |
| Previous Experience | Q3.1: Provide details of your company’s experience of successfully undertaking similar projects requiring literature reviews and the systematic appraisal of literatureResponses should not exceed two sides of A4 and use Arial font, size 11 |
| Q3.1  | Your response should:1) demonstrate your company has suitable experience through examples of carrying out similar evidence reviews and reporting |

|  |  |
| --- | --- |
| Project Management | Q4.1: Provide details on how the project will be managed that evidences a planned approach, identification and mitigation of key project risks and the ability to deliver high quality outputs within the required timeframesResponses should not exceed two sides of A4 and use Arial font, size 11 |
| Q4.1 | Your response should include:1. a draft project plan and gantt chart (or equivalent) to show start date, key timelines, activities, contract management meetings and milestones
2. an overview of quality assurance procedures you will apply to the project
3. an overview of how you will manage business risks
4. how you will communicate with the EA project manager and project team throughout the project
 |

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.

Once all evaluators have completed their individual evaluations and provided their final scores, an average score will be calculated which will be multiplied by the selected weighting to give a weighted score representing the views of all evaluators.

**Information to be returned**

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

Please complete and return the following information:

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

**Award**

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

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

**Annex 1 Mandatory Requirements**

**Part 1 Potential Supplier Information**

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

Part 1.1 Potential Supplier Information:

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

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

Part 1.2 Contact Details and Declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

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

**Part 2 Exclusion Grounds**

Part 2.1 Grounds for mandatory exclusion

|  |  |  |
| --- | --- | --- |
| Question no.  | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. |
|  | Participation in a criminal organisation.  | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Corruption.  | ((Yes / No)If yes please provide details at 2.1 (b) |
|  | Fraud.  | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

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

**Annex 2 Acceptance of Terms and Conditions**

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

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

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

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

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

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