

**Quick Quote (QQ)**

**Slape Moor Footbridge, Croford near Wiveliscombe (5363)**

**DN721003**

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**Contents**

[1 Definitions 3](#_Toc170809923)

[1. Instructions 5](#_Toc170809924)

[2 Information 7](#_Toc170809925)

[2.1 Procurement Procedure 7](#_Toc170809926)

[2.2 Procurement Timetable 7](#_Toc170809927)

[2.3 Contract Duration 7](#_Toc170809928)

[3 Quote Process 7](#_Toc170809929)

[4 Award Criteria 7](#_Toc170809930)

[Table 1 – Award Criteria 8](#_Toc170809931)

[5 Evaluation 8](#_Toc170809932)

[6 Specification 9](#_Toc170809933)

[6.1 Background and Scope 9](#_Toc170809934)

[6.2 The Requirement 9](#_Toc170809935)

[6.3 Performance Standards and Measures 9](#_Toc170809936)

[6.4 Payment Terms 9](#_Toc170809937)

[6.5 Appendices 10](#_Toc170809938)

[7 Response Document 11](#_Toc170809939)

[7.1 Questionnaire 11](#_Toc170809940)

[7.2 Quality Questions 14](#_Toc170809941)

[Appendix A – Pricing Schedule 20](#_Toc170809942)

[Appendix B – Contract Terms and Conditions 21](#_Toc170809943)

[Appendix C – Commercially Sensitive Information 22](#_Toc170809944)

[Appendix D – Declaration 23](#_Toc170809945)

# Definitions

The following terms are used within the Procurement Documents with the following meanings:

|  |  |
| --- | --- |
| Term | Meaning |
| **Applicant (Supplier/you or your)** | the organisation responding to the procurement through the procurement process |
| **Authority/SC (Somerset Council )** | the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process. |
| **Clarification** | the process by which queries on the Authority’s procurement document are raised by the Applicants and the process by which queries on the Applicant’s Bid are raised by the Authority |
| **Commercially Sensitive information** | the information listed by an Applicant within their Quote comprising the information of a commercially sensitive nature relating to the Applicant, its intellectual property rights, or its business or which the Applicant has indicated to the Authority that, if disclosed by the Authority, would cause the Applicant significant commercial disadvantage or material financial loss |
| **Contract** | a formal and legally binding agreement entered in to between two or more parties to provide Goods, Services or Works in return for financial remuneration including all documents to which reference may properly be made in order to ascertain the rights and obligations of all the parties involved |
| **Employers’ Liability (EL)** (Compulsory Insurance) | an insurance that enables organisations to meet the costs of damages and legal feesfor employees who are injured or made ill at work through the fault of the employer. |
| **E-Tendering System** | the secure (hosted) electronic tendering website through which the Authority advertises its procurement opportunities and conducts its procurement activities. |
| **Evaluation** | the process through which the Applicant’s Quote is reviewed in accordance with the Evaluation Criteria, following which a decision to award a Contract is made |
| **Evaluation Criteria** | the means by which the Authority will Evaluate an Applicant’s Quote, to include all of the issues that must be considered so as to be able to judge the suitability of an Applicant’s Quote |
| **Goods/Services/Works** | for the purpose of this Quote, as set out within the Specification |
| **Mandatory Requirements  Pass/Fail** | the Authority’s essential requirements that Applicants will be required to demonstrate their ability to meet so as to be able to pass through to the next stage of the procurement process |
| **Most Economically Advantageous Quote** | a means of evaluation whereby all Applicants to a procurement process will be assessed the basis of their quote, of a combination of both quality factors and price |
| **Pricing** | the value placed on a Quote by the Applicant that will purchase their offer to facilitate the Authority’s requirements |
| **Procurement Documents** | the documents produced by and referred to by the Authority to describe or determine elements of the procurement or the procedure, published within this Quick Quote |
| **Professional Indemnity Insurance** | Liability cover that provides protection for negligent advice or a service provided by the organisation, it also protects against damages the organisation becomes liable for in relation to mistakes made such as errors of judgement, basic administration errors, mislay of or damage to clients' documents. |
| **Public Liability Insurance** | insurance that covers members of the public or customers coming to the organisation’s premises or if the organisation’s staff go to theirs (including if the organisation is based ‘at home’). |
| **Quote** | the Applicant’s Quote to the Authority, which shall be submitted as the completed procurement documents. |
| **Specification** | information specific to the procurement opportunity |

# Instructions

* 1. Suppliers should note that their response to this QQ must be compiled in accordance with these instructions.
  2. The response document must be submitted through the Supplying the South West eTender portal.
  3. Suppliers must not alter the numbering system or order of questions. Appendices must be cross-referenced to the question number and marked with the Supplier’s name.
  4. The Authority will only review Supplier responses to questions within any stated page limit set for each question.  Pages beyond this limit will be disregarded. Page counts include any appendices provided.
  5. Applicants should only submit such information as it is necessary to respond effectively to the Procurement Documents. Unless specifically requested, extraneous presentation materials are neither necessary nor desired.
  6. The Authority may seek clarification of responses however, is not obliged to do so.  Suppliers must therefore ensure their response addresses all matters and is clear, concise and complete.
  7. Quotes must be submitted for the whole of the service. Quotes for only part of the Services defined in the Procurement Documents may be rejected.
  8. Upon commencement of the procurement process the Applicant shall not approach any member of the Authority in relation to the opportunity, other than by using the messaging facility within the E-Tendering system. Relevant questions together with the answers will be posted on the E-Tendering system. Applicants are responsible for monitoring messages and ensuring that appropriate cover is in place to do so.
  9. Applicants should note that unless your question is commercially confidential, responses will be provided to all Applicants. The Authority will take into consideration any request by the Applicant to treat the question and the response as commercially confidential. The identity of Applicants raising any questions will not be published.
  10. Failure to return a fully completed QQ, with all requested supporting information and in the format detailed, may result in disqualification of the application.
  11. Return of Document: Applicants’ Quotes must be submitted via the E-Tendering system. Help guides are available from the ‘Help’ menu within the system and should the Applicant experience any problems with the E-Tendering system they must contact the support desk on the following:

Email: support@proactisservicedesk.kayako.com

Online: https://suppliersupport.proactisservicedesk.com/

Telephone: 0330 0050352. This line is available between 09:00 and 17:30 Monday to Friday (excluding English bank holidays) and must be reserved exclusively for time-sensitive issues.

* 1. Quotes must be received by the deadline. Applicants are urged to make their submission well in advance of the stated deadline in order to avoid such issues as technical difficulties with the electronic system that may be due to the high volume of traffic attempting to submit offers, for example.

Submissions made after the date and time specified in these Procurement Documents will be disqualified and not be considered under any circumstances. The E-Tendering system’s server timestamps Quotes, and an audit trail of submissions is kept within the system. Applicants’ Quotes are held in the secure area of the E-Tendering system and cannot be accessed by the Authority until after the deadline.

Applicants must not attach their Quote to any part of the E-Tendering system other than described within the document referred to above. Any Submissions that do not accord with the guidelines set out above shall be considered as non-compliant and will be disqualified. Applicants cannot make any additions, deletions or alterations to their Quotes after the deadline has passed unless as a result of a request for a clarification made by the Authority.

# Information

## Procurement Procedure

This Quick Quote has been published in accordance with the Authority’s Contract Standing Orders. Quick Quotes can be issued for Contracts with a total value of over £50,000 and up to £250,000 (excluding VAT).

## Procurement Timetable

The key dates for this procurement process are currently anticipated to be as follows:

|  |  |
| --- | --- |
| **Procurement Stage** | **Dates** |
| QQ Issued | 2nd July 2024 |
| Clarification questions deadline | 15th July 2024 |
| Submission Deadline | 22nd July 2024 by 12:00 |
| Evaluation Period | 22nd – 26th July 2024 |
| Notification of Award | 29th July 2024 |
| Contract commencement | 1st August 2024 |

The above timescales are indicative; the Authority reserves the right to change the above timetable at any time, in such circumstances the Authority will notify all Applicants of any change.

The Authority reserves the right not to award the Contract.

## Contract Duration

The Authority intends to enter into a Contract for a period of **3** months.

The anticipated Contract commencement date is **1st August 2024**.

# Quote Process

Upon receipt of responses, officers from the Commercial and Procurement team will check the Quote for completeness. Incomplete responses may be considered non-compliant and therefore be rejected.

The Quote will then be evaluated using the methodology in Section 6 below to select the successful Supplier. The successful Supplier and any unsuccessful Suppliers will be informed of the Authority’s assessment as soon possible following the result of the evaluation.

# Award Criteria

The Contract will be awarded to the Supplier identified as proposing the Most Economically Advantageous Quote, as described in Table 1 below. This is subject to any due diligence checks the Authority may wish to carry out to verify the content of your Quote

# Table 1 – Award Criteria

| **Evaluation criteria breakdown** | **Means of evaluation** | |
| --- | --- | --- |
| **Sub criteria** | **Main criteria** |
| **Quality** | | **30%** |
| Programme to deliver the works | 5% |
| Outline Method Statement | 15% |
| Project Management and Collaboration | 5% |
| Site Safety | 5% |
| **Price** | | **70%** |

# Evaluation

Quotes will be evaluated using a ratio of the submitted Price and Quality as detailed below:

**30% Quality**

Responses to the quality questions will be evaluated in accordance with the scoring table below

**Table 2 – Quality Scoring Table**

|  |  |
| --- | --- |
| **Score** | Description |
| **5** | Exceptional |
| **4** | Very Good |
| **3** | Good |
| **2** | Satisfactory |
| **1** | Poor |
| **0** | No Response |

**70% Price**

The pricing element of the Applicants Quote will be evaluated using the following scoring methodology.

The lowest quoted price will be allocated the maximum score of 70%.

Other quoted prices which are higher will be scored using the following equation:

x **70**%

# Specification

## Background and Scope

Somerset Council is in the South West of England, and is an elected local government authority responsible for the local government services in most of the county. The Council provides a wide range of services, including education (schools, libraries and youth services), social services, highway maintenance, waste collection & waste disposal, emergency planning, consumer protection and town and country planning. Somerset has 6129 km (3803 miles) of public rights of way. Somerset Council as ‘Highways Authority’ is responsible for protecting the rights of the public, carrying out the maintenance some infrastructure, negotiating, maintenance with landowners and keeping a legal record of all public rights of way in Somerset. Where the maintenance of bridges along the network falls to SC the works are carried out under Section 91 and 92 of the Highways Act 1980.

## The Requirement

The footbridge previously present at this location has

already been removed after having been washed off its

footings after bank erosion. The height of the soffit above

invert of the original bridge was 600mm.

The footpath at this location is WG 16/33.

These works are to include:

• Provision of photographic condition survey of bridge

area and proposed access routes.

• Install new standard concrete pads.

• Collect steel frame from SC depot and install 1No.

10.5m span standard steel framed/timber clad

footbridge with deck level with surrounding area.

• Install steps either side of bridge with timber handrails.

• Install gates at either end of bridge.

## Performance Standards and Measures

• To complete within budget and timescale.

• Safe working environment maintained throughout project.

• Minimal ecological impact.

• Maintain good relationships with relevant agencies and local community.

• Minimal physical impact to immediate surrounding area.

## Payment Terms

The Authority’s standard payment terms are to pay in arrears following the delivery of the Goods, Services or Works. Suppliers will be required to submit an invoice quoting a valid Authority Purchase Order number and details of the goods/services provided. Payment will be effected within 30 days of receipt of an undisputed invoice for goods/services received. Submission of invoices without the inclusion of the Purchase Order number may be rejected or payment could be delayed.

## Appendices

5363 – Works Specification

5363 – BOQ

RoW – T&Cs

# Response Document

## Questionnaire

|  |  |
| --- | --- |
| **7.1.1 - Applicant Information**  Provide the following information relating to the organisation or company submitting a Quote for this work. This question is for information purposes only. | |
| **Question** | **Response** |
| Organisation or Company Name |  |
| Registered Address |  |
| Postcode |  |
| Telephone number |  |
| Website |  |
| Company Registration number (if applicable) |  |
| Person responsible for Quote |  |
| Position |  |
| Direct/Mobile telephone number |  |
| Email address |  |

|  |  |  |
| --- | --- | --- |
| **7.1.2 - Grounds for exclusion**  This section is scored as pass/fail. Applicant’s will be considered to have failed and will be excluded from the procurement process where the Applicant responds with a ‘yes’ to any of the circumstances listed in 7.1.2(a), whether the Applicant itself or any consortium member. This is subject to Self-Cleaning within 7.1.2(c) and if the Authority considers such evidence to be sufficient, the economic operator concerned shall not be excluded from the Quick Quote procedure. | | |
| **Question number** | **Question** | **Declaration** |
| 7.1.2(a) | Within the past five years, anywhere in the world, have you or any person who:   * is a member of the supplier’s administrative, management or supervisory body or * has powers of representation, decision or control in the supplier[[1]](#footnote-2),   been convicted of any of the offences within the summary below and listed in full on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)? | |
| Participation in a criminal organisation. | Yes  No |
| Corruption. | Yes  No |
| Terrorist offences or offences linked to terrorist activities. | Yes  No |
| Money laundering or terrorist financing. | Yes  No |
| Child labour and other forms of trafficking in human beings. | Yes  No |
| Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes  No |
| Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes  No |
| 7.1.2(b) | **If you have answered yes to any part of question 7.1.2(a), please provide further details,** including:   * date of conviction and the jurisdiction, * which of the grounds listed the conviction was for, * the reasons for conviction, * the 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. |  |
| 7.1.2(c) | If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self cleaning). |  |

|  |  |  |
| --- | --- | --- |
| **7.1.3** | **Payment of taxes and social security contributions** | |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, 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),[[2]](#footnote-3) and should be referred to before completing these questions. Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions | | |
| **Question number** | **Question** | **Declaration** |
| 7.1.3(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.  If documentation is available electronically please provide:   * the web address, * issuing authority, * precise reference of the documents | Yes  No |
| 7.1.3(b) | If you have answered no to 7.1.3(a) please provide further details including the following:   * Country concerned, * what is the amount concerned * how the breach was established, i.e. through a judicial or administrative decision or by other means. * if the breach has been established through a judicial or administrative decision please provide the date of the decision, * if the breach has been established by other means please specify the means. |  |
| 7.1.3(c) | Please also confirm whether 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. | Yes  No |

## Quality Questions

**Instructions – Please read before responding to the Quality Questions.**

You must answer the questions below which relate to the above Specification. The weighting for each individual question is indicated. Answer in the space provided.

Applicants must only submit additional documents that have been explicitly requested within the Quality Questions; these should be submitted as attachments. Any attachment should be clearly referenced and named in the following format:

*[Applicant Name] – [Question No] - [Name of Document] - [Attachment No]*

Applicants are not permitted to embed documents or insert hyperlinks. As per the instructions above, the score will be based on and reflect the degree to which the Applicant has clearly demonstrated how well the evaluation criteria (for each Award Question) has been met.

Applicants must not assume that the Authority will have any previous knowledge of their organisation. The Authority will not take any prior knowledge or additional information into account.

It is essential that Applicants do not cross-reference their responses to the Award Questions. It is important therefore that all information is provided under the appropriate heading and Applicants duplicate the information in their responses where necessary to ensure each response is autonomous.

**Question 7.2.1 – Compliance to Specification**

**Please indicate either yes or no as to whether you will be able to comply with all aspects of the Specification. Answering “No” will be a fail and will mean disqualification from the procurement process.**

**Evaluation Criteria**

|  |  |
| --- | --- |
| **No** | **Criterion** |
| **1** | Compliance with all aspects of the works specification |

This question is a Pass/Fail

**Response**

|  |
| --- |
| Yes – we can comply with all aspects of the Specification  No – we cannot comply with all aspects of the Specification |

**Question 7.2.2 – Programme to deliver the works**

Please provide a programme for delivery of the works considering the relatively tight timescales set out within the Specification.

Good answers will have considered all pre-site preparation/consultations, and all site works, measures taken to maximise works during periods of better weather, and measures proposed to manage access difficulties.

**Evaluation Criteria**

Your score will reflect the degree to which your organisation has clearly demonstrated that you have met the requirements of the specification and the evaluation criteria below.

|  |  |
| --- | --- |
| **No** | **Criterion** |
| **1** | Consider all site preparation/consultations |
| **2** | Measures taken to maximise works during periods of better weather |
| **3** | Measures proposed to manage access difficulties |

Question 7.2.2 is scored out of 5 and is weighted **5%** out of 30%

**Question 7.2.2 – Response**

|  |
| --- |
| [enter your response to Question 7.2.2 here] |

Your response must not exceed 500 words. Attachments are permitted for this question.

**Attachments permitted**

|  |
| --- |
| **[insert list of permitted attachments]** |

**Question 7.2.3 – Outline Method Statement**

Please provide a statement of how you intend to carry out the works outlined in the Specification, including details of the following:

* Details of traffic management deemed necessary to manage deliveries required to enable the contract.
* Materials and methods of working, including details of the lifting equipment you intend to use with particular emphasis on the difficult access to both sides of the bridge

**Evaluation Criteria**

Your score will reflect the degree to which your organisation has clearly demonstrated that you have met the requirements of the specification and the evaluation criteria below.

|  |  |
| --- | --- |
| **No** | **Criterion** |
| **1** | Details of traffic management deemed necessary to manage deliveries required to enable the contract. |
| **2** | Materials and methods of working, including details of the lifting equipment you intend to use with particular emphasis on the difficult access to both sides of the bridge |

Question 7.2.3 is scored out of 5 and is weighted **15%** out of 30%

**Question 7.2.3 – Response**

|  |
| --- |
| [enter your response to Question 7.2.3 here] |

Your response must not exceed 1000 words. Attachments are permitted for this question

|  |
| --- |
| **[insert list of permitted attachments]** |

**Question 7.2.4 – Project Management and Collaboration**

The successful Applicant will be expected to work in partnership with the Client, landowners, tenants and local community.

Please provide information on how you will do this, how you will keep the Client updated on progress and how you will ensure the project runs smoothly.

**Evaluation Criteria**

Your score will reflect the degree to which your organisation has clearly demonstrated that you have met the requirements of the specification and the evaluation criteria below.

|  |  |
| --- | --- |
| **No** | **Criterion** |
| **1** | How you will work in partnership with the client, landowners, tenants and local community |
| **2** | How you will keep the Client updated on progress |
| **3** | How you will ensure the project runs smoothly |
| **4** |  |
| **5** |  |
| **6** |  |

Question 7.2.4 is scored out of 5 and is weighted **5%** out of 30%

**Question 7.2.4 – Response**

|  |
| --- |
| [enter your response to Question 7.2.4 here] |

Your response must not exceed 500 words. Attachments are not permitted for this question.

**Question 7.2.5 – Site Safety**

Please provide copy of your health and safety policy statement.

Please describe what safe working practises you will operate during the contract.

Key points to consider (but are not limited to):

• working on or near water,

• working in a remote rural environment

• operation of lifting equipment

**Evaluation Criteria**

Your score will reflect the degree to which your organisation has clearly demonstrated that you have met the requirements of the specification and the evaluation criteria below.

|  |  |
| --- | --- |
| **No** | **Criterion** |
| **1** | Working on or near water |
| **2** | Working in a remote rural environment |
| **3** | Operation of lifting equipment |
| **4** |  |
| **5** |  |
| **6** |  |

Question 7.2.5 is scored out of 5 and is weighted **5%** out of 30%

**Question 7.2.5 – Response**

|  |
| --- |
| [enter your response to Question 7.2.5 here] |

Your response must not exceed 500 words. Attachments are permitted for this question.

|  |
| --- |
| **[insert list of permitted attachments]** |

# Appendix A – Pricing Schedule

**Pricing Submission**

|  |  |
| --- | --- |
| **Name of Applicant** | **[enter your organisation name here]** |

Bidders are required to complete the 5363 – BOQ to show the breakdown of pricing for this Contract.

****

All prices shall be stated in pounds sterling and exclusive of VAT. Prices are to be fixed for the duration of the contract – unless amended by mutual agreement.

In the event that the Authority receives a Bid which is abnormally low, in accordance with Regulation 69 of the Regulations, it shall require the Applicant to explain the price or cost proposed in the Submission.  The Authority shall assess the information provided by the Applicant and may reject the Bid where the evidence supplied does not satisfactorily account for the low level of price or costs proposed.

**Pricing Declaration**

I of (*add in name of organisation*) hereby offer to supply the Goods, Services or Works as per the completed appendix of prices given within this QQ Document, in accordance with the specification, terms and conditions and all other documents forming the Contract.

|  |  |
| --- | --- |
| **Signatory Name** |  |
| **Role in organisation** |  |
| **Organisation name** |  |
| **Signature** |  |
| **Date** |  |

**To be completed and returned with your Quote. Your Quote may be disqualified if they are not submitted with this completed appendix.**

The Applicant’s price shall (except in so far as it is otherwise provided in the Contract) cover all obligations under the Contract and Applicants shall also be deemed to have obtained for itself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect its Quote.

# Appendix B – Contract Terms and Conditions

The Authority’s Contract Terms and Conditions will apply to any order placed or Contract entered into; no amendments will be allowed if not agreed in writing by the Authority.

Confirm agreement to the attached Contract Terms and Conditions:

****

☐ I/We fully accept the terms and conditions of Contract as supplied with this QQ

|  |  |
| --- | --- |
| **Signatory Name** |  |
| **Role in organisation** |  |
| **Organisation name** |  |
| **Signature** |  |
| **Date** |  |

This is a pass or fail section. If you are unable to agree to the Authority’s Contract Terms and Conditions your Quote may be disqualified.

To be completed and returned with your Quote.    
Your Quote will be disqualified if they are not submitted with this completed Schedule.

# Appendix C – Commercially Sensitive Information

 I declare that I wish the following information to be designated as Commercially Sensitive.

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

|  |
| --- |
|  |

I declare that I do not wish any information to be designated as Commercially Sensitive therefore the above sections are not applicable.

|  |
| --- |
| N/A |

Signature

|  |
| --- |
|  |

# Appendix D – Declaration

**Contract for Slape Moor Footbridge, Croford near Wiveliscombe – Ref: DN721003**

To Somerset Council

I/We [*insert company/organisation name*]

Carrying on business at [*insert company/organisation address*]

Having examined the QQ Documents for the supply of the above requirements, I/we offer to supply the said requirements in conformity, without qualification, therewith for the sum/sums enclosed in this Quote.

I/We agree that the insertion by me/us of any conditions qualifying this Quote or any unauthorised alteration to any of the QQ documents shall not affect the Contract and may cause the Quote to be rejected.

I/We agree that this Quote shall remain open to be accepted or not by Somerset and shall not be withdrawn for a period of 90 days from this date.

Unless and until a formal Contract is prepared and executed, this Quote, together with the Authority’s acceptance thereof in writing, shall not constitute a binding Contract between the two parties.

I/We certify that the details of this Quote have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person.

I/We understand that the Authority is not bound to accept the lowest Quote or any Quote you may receive.

I/We understand that under no circumstances shall the Authority be liable to a Supplier in respect of any costs incurred by the Supplier (whether directly or otherwise) in relation to the preparation or submission of their Quote.

I/We certify that this is a bona fide Quote

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

To be completed and returned with your Quote.  Your Quote will be disqualified if they are not submitted with this completed appendix.

1. see Notes for Completion [↑](#footnote-ref-2)
2. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-3)