

Date: 14 February 2019

Dear Sir or Madam,

**TENDER FOR THE SUPPLY OF: HERITAGE TRAILS DEVELOPMENT FOR INNER FORTH WANDERINGS AND WINDINGS**

Period March 2019 to August 2019

You are invited to tender in competition with others to provide the goods and/or services specified above to the RSPB.

RSPB Scotland, on behalf of the Inner Forth Futures partnership, wishes to commission the development of eight ‘Wanderings and Windings’ (trails) of the Inner Forth. These will be micro-adventures designed to take up to a day to complete. Each trail will guide people around the landscape using and linking pre-existing routes, networks and transport options with stops at interpreted heritage features. Each trail will ‘join the dots’ between heritage features and be waymarked on the ground by simple bespoke roundels.

The following documents are enclosed and must be, where applicable, completed and signed on behalf of the supplier.

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| --- | --- |
| Document A | Instruction and Information |
| Document B | RSPB & Inner Forth Futures: A Brief Introduction |
| Document C | Specification of Goods / Services |
| Document D | Company Information |
| Document E | Form of Offer |
| Document F | Terms and Conditions |
| Document G | Certificate of Bona Fide Offer |

Your tender response should be emailed to [info@innerforthlandscape.co.uk](mailto:info@innerforthlandscape.co.uk) by 10AM, Monday 11 March 2019.

Only tenders submitted in accordance with the RSPB’s Terms and Conditions will be considered. Any tenders that are incomplete, or received after the time indicated may be disregarded.

If you wish to discuss any aspect of this tender prior to tendering, please email Inner Forth Futures Project Manager, [kate.fuller@rspb.org.uk](mailto:kate.fuller@rspb.org.uk) or call 01324 831 568. Suppliers should ensure that their tenders are clear and concise and are advised that any approaches to the RSPB following the opening of tenders could lead to disqualification. If you do not wish to tender on this occasion please let us know, but do not forward the documents to another contractor as their tender would not be accepted.

Yours faithfully

Kate Fuller

Inner Forth Futures Project Manager

RSPB

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|  | **Document A**  **Instructions and information** |

1. This document is designed to be completed electronically. You are required to mark boxes, insert information or submit additional documentation in response to the questions herein. Whilst the text boxes should expand as you add text, if there is insufficient space for your response please attach a separate document clearly marked with the name of your Company, the reference number and the number(s) of the question(s) to which it relates. Please ‘sign’ this document by adding your name to the end of Document G.
2. If you are unable to comply with a request for information or provide documentation requested then a written account explaining the absence of the information must accompany the return of this tender. Please be aware that the failure to respond to any of the questions, without a written reason, may result in a negative evaluation of that element within the overall evaluation of this questionnaire.
3. The RSPB may require supplementary information or clarification or further evidence of the information given. The RSPB may wish to visit reference sites given as evidence of relevant experience.
4. The RSPB may request interviews with all or a selection of applicants or none. Applicants will be notified in due course. The ability of suppliers may also be determined by, amongst other factors, references, certification, site visits and ‘mystery shopping’.
5. Please answer the questions specifically for your company, NOT for the group if you are part of a group of companies. Please note the term “Company” refers to: Sole proprietor, partnership, incorporated company, co-operative, or voluntary organisation as appropriate.
6. During the term of this agreement and for 1 year thereafter, neither party shall solicit to work for it any person who is or was employed by the other party and who has been involved in the provision of the Services at any time during the preceding 12 months. For the avoidance of doubt, if a person who is or was employed by the other party at the relevant time responds to a publicly advertised recruitment campaign, the recruiting party shall not be deemed to have solicited that person from the other party. If either party is in breach of this it shall pay to the other party an amount equivalent to the gross salary paid by that other party to the relevant employee for the final 12 months of employment.
7. No charge will be made to the RSPB by applicants for any preparation costs accrued during the tender process, whether the applicant was successful or not.
8. You are invited to submit your best offer for the work as detailed below. The RSPB reserves the right to undertake post-tender negotiations.
9. If you require any further information or clarification regarding this tender please email [kate.fuller@rspb.org.uk](mailto:kate.fuller@rspb.org.uk) or call 01324 831 568.
10. It should be noted that in any formal contract that is subsequently entered into, reference will be made to the detailed information provided in the formal response to this tender document provided by the successful organisation. Thus answers and information given in your reply will become a binding part of the contractual relationship between yourselves and the RSPB.
11. Tender submissions should include the following and be directed to [info@innerforthlandscape.co.uk](mailto:info@innerforthlandscape.co.uk) :

* Stages – confirmation of which of the three stages within the Scope of Services you are applying to deliver, or that the submission covers all three stages.
* Methodology and Timescale – confirmation of the proposed method and programme of work, taking into consideration the Scope of Services and proposed methodology required,
* Key sources – key sources and contacts to be used in undertaking the work
* Presentation – how findings and recommendations will be presented and proposed format of outputs
* Proposed team – details and relevant experience of the team who will be involved in delivering the contract including the number of days and daily rates of staff.
* Budget – a breakdown of costs to include:
  + Total cost for professional services excluding VAT.
  + Total number of days required to undertake the work and each section of the work, at each stage.
  + Total number of days input and relevant day/hourly rate for each team member.
  + Estimated costs allowed for travel and, separately, accommodation and other subsistence, if relevant.
  + Estimated costs for any other or additional expenses such as additional fabrication, commercial printing, obtaining landowner permissions, obtaining image rights, etc.
  + Total cost for all work and expenses, excluding VAT.
  + VAT Status.
* Relevant Experience & References – links to/details of past work within this sector and within the scope of this work.

1. Timetable

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| --- | --- |
| Invitation to Tender document sent out | 14 February 2019 |
| Tender documents to be returned | 10AM, Monday 11 March 2019 |
| Review of tenders and interview of shortlisted applicants | 11-20 March 2019 |
| Award of contract | by 22 March 2019 |
| Inception meeting with Partners | TBC w/c 25 March 2019 |
| Commencement of services | TBC w/c 25 March 2019 |
| Community co-creation sessions | mid-April – early June 2019 |
| Final trail proposals | mid July 2019 |
| Digital and physical trail guides, physical waymarking | June – August 2019 |
| End of contract | TBC by 31 August 2019 |

1. The RSPB does not bind itself to accept the lowest or any Tender, and reserves the right to accept part only of a Tender. RSPB reserves the right to procure individual elements of the required solution from one or more supplier as appropriate.

Whilst the RSPB aims to provide feedback on failed submissions this may not always be possible, and the RSPB is under no obligation to do so.

1. Tender Evaluation Process

Tenders that fail to meet essential requirements may be excluded from consideration.

Tenders that fulfil essential requirements will be evaluated on the basis of the most economically advantageous tender, weightings as detailed below.

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| --- | --- |
| **Criterion** | **Weighting** |
| Service Delivery | 35% |
| Price & Price Related | 20% |
| Relevant experience | 35% |
| Timescale | 10% |

1. Contract Management. The contract will be overseen by a small sub-group of Inner Forth Futures partners. The agency will be expected to attend meetings of the sub group as requested and /or to provide regular progress updates, and to work closely with project staff: Kate Fuller, Inner Forth Futures Project Manager and Sue Walker, Inner Forth Futures Project Officer. This contract will be managed by Kate Fuller, Inner Forth Futures Project Manager. All correspondence and queries relating to the delivery of the contracted work or requests for further information should be directed to [kate.fuller@rspb.org.uk](mailto:kate.fuller@rspb.org.uk) or 01324 831 568.

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|  | **Document B**  **A Brief Introduction** |

**RSPB**

For details on the RSPB’s challenges and achievements in the previous financial year please go to

<https://ww2.rspb.org.uk/about-the-rspb/about-us/how-we-are-run/annualreview/>

For details on the RSPB Mission please go to

<https://ww2.rspb.org.uk/about-the-rspb/about-us/our-mission/>

**Inner Forth Futures**

**Who we are**

Inner Forth Futures is a Partnership of nine organisations including RSPB Scotland (lead agency), Scottish Natural Heritage, Clackmannanshire Council, Stirling Council, Falkirk Council, Fife Council, Central Scotland Green Network Trust, Historic Environment Scotland and Sustrans: [www.innerforthlandscape.co.uk](http://www.innerforthlandscape.co.uk)

We want the partnership to be seen as helpful and enabling, friendly and approachable, and open to new ideas. As a partnership of local authorities, public bodies, charities and community groups, our organisation is inclusive, cooperative and listening, but also decisive, and able to make things happen.

The Partnership is working together on a series of projects including ***“Inner Forth Wanderings and Windings”***, of which this contract is a part. Inner Forth Wanderings and Windings is funded by the National Lottery through the National Heritage Lottery Fund.

**Where we work**

Our project area is shown in the map overleaf and includes the areas of Stirling, Falkirk, Clackmannanshire and Fife that surround the Inner Forth. This landscape defies the rules. Spectacular flocks of waders and wildfowl feed against a backdrop of steel towers and chimneys. Ancient castles gaze down on factories and warehouses, while the relics of past industries are now surrounded by woodlands and wildflowers. At the heart is the tidal River Forth and the dramatic mudflats and saltmarshes along its shores.

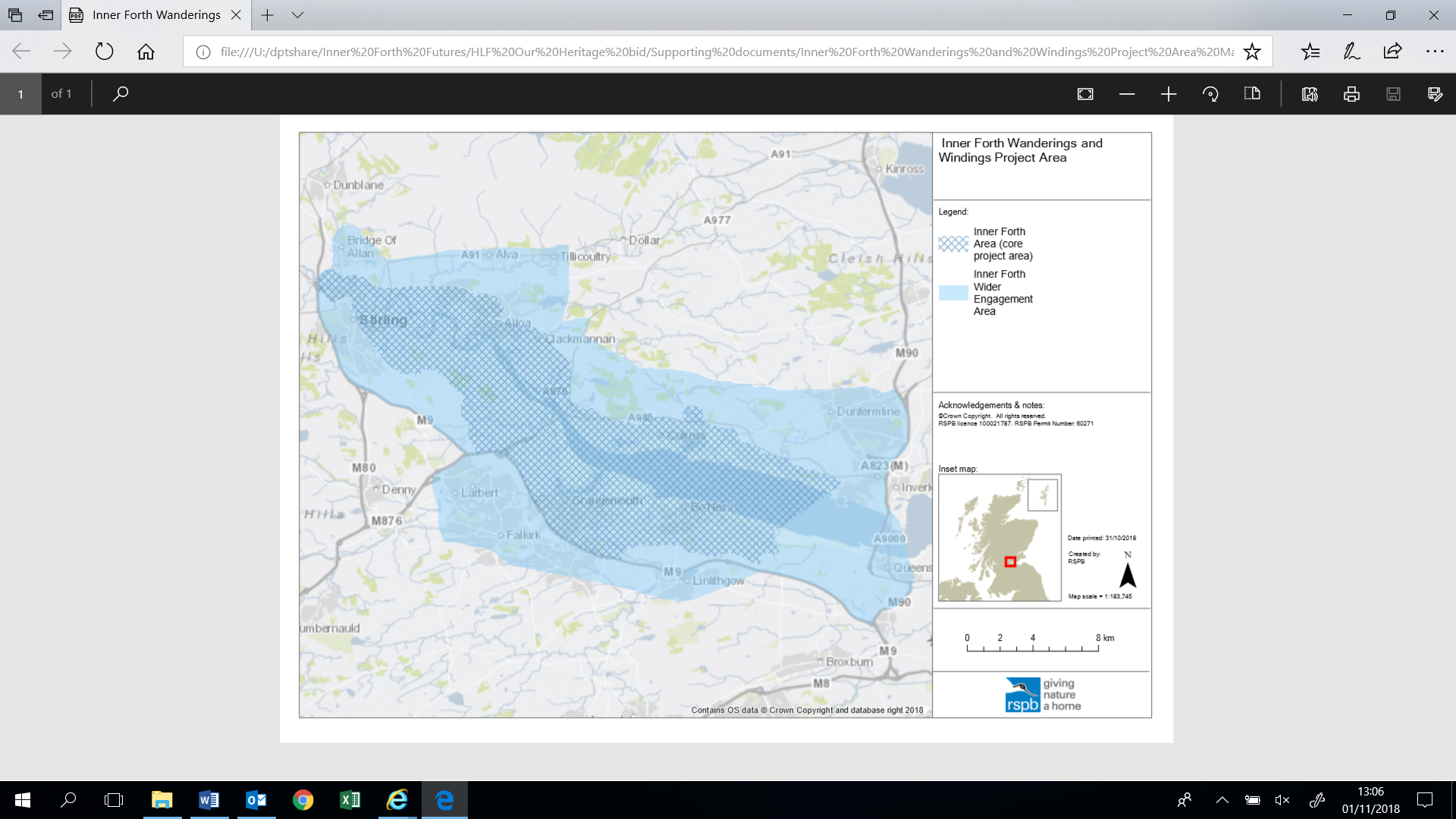
Sadly, many people only see the industry and commerce, while the area’s rich natural, cultural and historic heritage is often overlooked or neglected. We aim to create a greater appreciation and awareness of this rich heritage.

**Our Vision and Objectives**

Our vision is that the sense of connection, purpose and place that put the Inner Forth at the forefront of the industrial development of Scotland will be revitalised. We aim to achieve this using a landscape scale approach with heritage at its core to engage people in new ways in its future management.

The Inner Forth Futures partnership will achieve this vision by delivering four objectives:

1. Deliver a strong legacy from the Inner Forth Landscape Initiative, out of which IFF was developed that maintains and builds on the success of this previous project.
2. Make the Inner Forth a better area to live, work, visit and invest in by stimulating the promotion and awareness of its natural and cultural heritage assets and sustainable transport options.
3. Support communities so that they feel confident and empowered to take a greater role in management and promotion of the area’s heritage.
4. Pilot partnership approaches to delivering habitat networks and climate adaptation.



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|  | **Document C**  **Specification** |

**What we want to achieve**

Inner Forth Futures has developed “Inner Forth Wanderings and Windings” as a project to help deliver the partnership’s second and third objectives. This project will catalyse local participation and guardianship of heritage through engaging and empowering local people in co-creating new ways to explore, learn about, experience and interpret the heritage of the Inner Forth. At its core is delivery of eight ‘Wanderings and Windings’- accessible micro-adventures (routes up to day length for walkers or cyclists) that meander through the landscape, complementing existing strategic access routes and bringing users into close contact with well interpreted heritage features. Routes will be promoted digitally via the Inner Forth Futures website and physically via bespoke waymarkers and a downloadable series of guides.

Co-design volunteering sessions and a thriving social media discussion group will ensure that routes are developed with and for local communities. Participants will share their knowledge and experience of heritage and deepen their understanding and care of the places, people and species that act as a thread, connecting and shaping today’s landscape. To reignite people’s physical and cultural links with the Forth, routes will be launched with a collaborative arts project, involving adjacent communities. Smaller one-off events will promote the new routes and the opportunities they offer for exploration of this landscape’s heritage by residents and visitors.

**The target audience**

Our target audiences will be based both within the Inner Forth project area, and beyond. We aim to encourage people from all around the Central Belt to visit for day trips, and to highlight the attractions of the area to visitors from further afield who may be passing through the area on their way to other destinations. There is also a desire to encourage those who visit honeypot attractions to explore more widely.

Locally the area has a significant number of areas of multiple deprivation. Many of the heritage sites we will be highlighting are free to visit and easy to access via public and active transport, and so ideal for those with limited incomes. However, we want the trails to drive local economic spend so want them to be an asset to local businesses, for example cafes, shops, B&Bs, bike rental companies or tour guides.

There is an excellent network of active travel routes, including long distance paths, national cycle routes and more local walking routes, some created by the Inner Forth Landscape Initiative. A specific target audience will be walkers and cyclists and potentially canoeists. We would also like to reach those with more limited mobility as many areas around the Forth are flat and are easily reached by public transport.

**Scope of Services**

Development of 8 ‘Wanderings and Windings’ (heritage trails) of the Inner Forth. These will be micro-adventures designed to take up to a day to complete. Each trail will guide people around the landscape using and linking pre-existing routes, networks and transport options with stops at interpreted heritage features. Each trail will ‘join the dots’ between heritage features and be waymarked on the ground by simple bespoke roundels.

The trails will be developed collaboratively, bringing together the knowledge and ideas that already exist within the partnership with the outputs of community co-creation sessions, led by the project staff. The successful agency will work closely with the project staff, partnership and community groups in the delivery of this contract.

**We envisage that the successful supplier will supply a service to which the following three points will apply. However, changes and improvements to this approach to developing and delivering the heritage trails are invited as part of your tender submission. You are welcome to provide a tender submission that covers all three stages, or fewer. Please clearly state in your response which stages you are interested in:**

The information below is a statement of minimum requirements and is not intended to limit creative or original thinking in the preparation of proposals.

**1. Community co-creation events:**

These sessions will take place in at least four locations within the project area, at two points in time: 8 initial community co-creation volunteering sessions with a total of 80 participants (volunteers) from a minimum of 20 organisations; 4 follow up sessions with a minimum of 50 participants from 15 organisations.

The initial then follow-up sessions will help to shape and identify the 8 routes, and which heritage features will be highlighted as part of the digital and physical guide and invite community members to provide their own stories of the Inner Forth to bring the trails to life for visitors.

The community co-creation sessions will be open to all, advertised, but known groups and stakeholders will also be invited. The Inner Forth team already has a good range of contacts with local groups, schools and other organisations within the landscape. In addition, the project team will pull in ideas that have been contributed via a Wanderings and Windings social media group.

The community co-creation sessions can be facilitated by the project staff (unless you propose otherwise) but the successful agency is expected to devise, attend and contribute to the delivery of these sessions, and help ensure that findings are collated in a usable way to inform development and refinement of the 8 heritage trails.

*Are you able to meet this specification in full? If so please give details below*

*If not please state any differences in service offered*

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| --- |
| Specification met? Yes /Part met  / No (tick as appropriate)  Details |

**2. Trail guide development:**

For each of the 8 heritage trails a standalone downloadable and printable guide will be designed and created. Each guide will cover a minimum of 2 sides of A4 and include maps, textual description of route, appropriate images, transport information etc.(Copywriting will be provided by the project team based on the outcome of the community co-creation sessions.)

Each guide will outline the route and other key information a potential user would require when planning their visit to get the most of their day out. (For example, one trail could run between Stirling and Falkirk Grahamston train stations.) The downloadable and printable guides would provide information on trains, the full route for cyclists and shorter sections for walkers or those with limited mobility, places to stop for refreshments, heritage sites to visit (eg Cambuskenneth, Cambus Pools, Black Devon Wetlands, Clackmannan Tower, Kennetpans and Skinflats).

The guides will be hosted on the Inner Forth Futures website where a ‘Wanderings and Windings’ project page will enable downloading of stories about the features you can see.

*Are you able to meet this specification in full? If so please give details below*

*If not please state any differences in service offered*

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| Specification met? Yes /Part met  / No (tick as appropriate)  Details |

**3. Trail marking:**

The 8 ‘Wanderings and Windings’ (trails) of the Inner Forth will be digitally and physically marked.

Physical marking (eg in the landscape) will be by design, fabrication and installation of at least 80x number of bespoke roundels (and posts if required) that enable the trail to be followed on the ground. Roundel design and chosen locations should be integrated with the guides and downloadable information. Siting and installation of the roundels will be at locations where you have secured written landowner permissions.

Digital marking will be achieved using a bespoke web map on the Inner Forth Futures website and undertaken by the Inner Forth staff team. This is not part of the scope of services. The IFF project team will develop the IFF website to host a project specific area where the digital trail guides can be downloaded from and additional heritage stories collected from the social media discussion group and co-creation sessions.

*Are you able to meet this specification in full? If so please give details below*

*If not please state any differences in service offered*

|  |
| --- |
| Specification met? Yes /Part met  / No (tick as appropriate)  Details |

1. **Fees and Expenses**

Remuneration shall be based on a single fixed inclusive fee payable on completion of the Services of up to £9,000 exclusive of VAT.

Your fee should include for any other specialist or subcontractor deemed necessary to undertake this work. Fees shall be deemed to include all normally incurred expenses, disbursements and travel costs associated with the provision of the Services.

*Are you able to meet this specification in full? If so please give details below*

*If not please state any differences in service offered*

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| Specification met? Yes /Part met  / No (tick as appropriate)  Details |

1. **Timescale**

As outlined in Document A, the following timescale applies to the successful contractor. Exact dates will be agreed after appointment.

* Inception meeting with Partners: TBC week beginning 25 March 2019
* Community co-creation sessions: mid-April – early June 2019
* Final trail proposals: mid July 2019
* Digital and physical trail guides, physical waymarking: June – August 2019
* Completion of contract: TBC by 31 August 2019

*Are you able to meet this specification in full? If so please give details below*

*If not please state any differences in service offered*

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| Specification met? Yes /Part met  / No (tick as appropriate)  Details |

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|  | | | **Document D**  **Company Information** |
| **1.0** | **General** | | |
|  |  | | |
| **1.1** | **Registered Name**    **Trading Name (if different)** | | |
|  |  | | |
| **1.2** | **Correspondence Details**  **Name of person applying on behalf of the company**    **Address:**    **Telephone:**    **Mobile:**    **Email:** | | |
|  | **Registered office Address (if different from above)** | | |
|  |  | | |
| **1.3** | **Company Registration No (if applicable)**    **VAT registration number (if applicable)**    **Certificate of Incorporation number** | | |
|  |  | | |
|  |  | | |
| **1.5** | **Date company was founded (if a limited company, date of incorporation)** | | |
|  |  | | |
| **1.6** | **Company structure and nature of company**  Please outline the nature of the company, whether it is a partnership, sole trader, plc etc.    Is the company proposed as party to the contract part of a larger organisation? If so please explain the relationship between the various parts of the organisation, up to the ultimate holding company.    Current number of full time equivalent staff currently employed by the company (not larger parent company) | | |
|  |  | | |
| **1.7** | **Accreditation by / Membership of Trade Association(s)**  **Is your Company registered with any industry accreditation body? YES  NO**  **If yes, please provide details:**    **Is your Company on any public sector Framework agreements? YES NO**  **If yes, please provide details:**    **Please state membership of any professional bodies/ other associations below:** | | |
| **1.8** | **Quality Assurance**  **Is all / part of your company ISO9001 Quality Assured? YES NO**  **Is all / part of your company ISO14001 Quality Assured? YES NO**  **If yes please provide copy of certification**  **Do you have any other Quality Assurance? If Yes, please summarise details below** | | |

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| **2.0** | **Financial & Business Probity** |
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| **2.1** | **Person responsible for financial matters within your company**  **Name:**    **Position:**    **Telephone:**    **Fax:**    **Email:** |
|  |  |
|  |  |
| **2.2** | | **Judgements etc.**  **Are there any judgements, claims or suits pending or outstanding against your company?**  **Yes  No** If Yes, please provide full details  **Has your company ever failed to complete a contract?**  **Yes  No** If Yes, please provide full details |
| **2.3** | | Please answer all of the following questions as they apply to your Company’s circumstances. Please confirm that:  1) being a company, no resolution has been passed or Order of the Court made for the company’s winding up otherwise than for the purposes of bona fide reconstruction or amalgamation, nor has a receiver, manager or administrator on behalf of a creditor been appointed in respect of the company’s business or any part thereof, nor is it the subject of any proceedings for any of the above procedures, nor is it the subject of similar procedures under the law of any other state.  **Confirmed  Not confirmed  Non-applicable**  2) being a partnership, it has not granted a trust deed or become otherwise apparently insolvent, or it is not the subject of a petition presented for sequestration of its estate.  **Confirmed  Not confirmed  Non-applicable**  3) being an individual, you are not bankrupt, or have not had a receiving order or administration order made against you, or have not made a composition or arrangement or trust deed with or for the benefit of your creditors, or have not made any conveyance or assignment for the benefit of your creditors, or have not had a petition presented for sequestration of your estate or do not appear to be able to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EC member state.  **Confirmed  Not confirmed  Non-applicable**  4) no Directors, Partners, Associates or the Company Secretary have been involved in any Company which has been liquidated or gone into receivership.  **Confirmed  Not confirmed  Non-applicable**  5) none of the Directors, Partners, Associates or the Company Secretary have been convicted of a criminal offence relating to the conduct of their business or profession.  **Confirmed  Not confirmed  Non-applicable**  6) neither the Company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.  **Confirmed  Not confirmed  Non-applicable**  7) all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EC member state in which the Company is established has been fulfilled  **Confirmed  Not confirmed  Non-applicable**  8) all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or the EC member state in which the Company is established have been fulfilled.  **Confirmed  Not confirmed  Non-applicable**  If you have ticked **‘Not confirmed’** for any questions above please give details here |

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| **2.4** | Please list the names of any Director, Partner, Associate or Company Secretary who have been employed by the RSPB, giving department and dates.    Please give details of any Director, Partner, Associate or Company Secretary who have a relative who is employed by the RSPB at a senior level.    Please list the names of any Director, Partner, Associate or Company Secretary who have any involvement in other Companies who provide services to the RSPB    Is any work being undertaken or likely to be undertaken during the next three years by the Company or staff within it which could give rise to a conflict of interest through acting for third parties or otherwise? If yes, please explain the actual or likely circumstances and how such potential conflicts of interest would be handled. |

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| **2.5** | **Insurances (please supply a scanned copy of each certificate)** | | | | |
|  |  | **Insurer** | **Policy No** | **Value of Cover** | **Expiry Date** |
|  | Employers Liability |  |  |  |  |
|  | Public Liability |  |  |  |  |
|  | Prof. Indemnity |  |  |  |  |
|  | All Risks  (if applicable) |  |  |  |  |

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| **2.7** | **Has your company (or any building/project you have undertaken) won any awards, accolades or recognition?**  **YES  NO** If yes please provide full details. |

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| **3.0** | **Health & Safety and Environment** |
|  |  |
| **3.1** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of health & safety legislation?  **YES**  **NO** If yes please provide full details. |
| **3.2** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of environmental legislation?  **YES  NO** If yes please provide full details. |
| **3.3** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of data protection legislation?  **YES  NO** If yes please provide full details. |
| **3.4** | Have any restrictive clauses in relation to your company’s Employer’s Liability, Public Liability or Professional Indemnity Insurance policies been enforced in the last 5 years due to past Health & Safety performance?  YES  NO  If yes please provide full details. |

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|  | **Document E**  **Form of Offer** |

**Cost**

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| --- | --- |
| Cost for providing goods/services, as outlined in specifications (Document C) | £      + VAT |
| Cost for extra work for special events etc | £      /hour + VAT |

**Added Value**

As well as any charity rate that you may be able to offer, the RSPB is always open to corporate partnerships that deliver benefit to your organisation, the RSPB and nature. Working as part of your CSR agenda we can provide opportunities for fundraising, secondments, interns and volunteering, offering your staff both personal and career development opportunities. We also welcome all forms of gifts in kind as valuable contributions to our work to [Give Nature a Home.](http://homes.rspb.org.uk/)

Suppliers should provide details of any associated added value features/services/gifts in kind available to the RSPB under the terms of this Tender. (Attach separate document if needed).

Please note, added value donations will not be part of the criteria we use to decide on which supplier to choose.

**Proposed Project Team**

Please indicate personnel expected to carry out management and delivery of this contract with the RSPB and their areas of responsibility. Include relevant technical qualifications and details of experience for the Partner/Director in overall charge of the commission and of your proposed team. (Attach separate document if needed)

**Approach to the Project**

What would be your approach to this project (including methods, any management and control procedures, quality assurance, resources etc.)? (Attach separate document if needed)

**After sales service**

Please indicate details of any relevant warranty period associated with the goods / service, and how any such work will be carried out. Include details of contingency planning in case of disaster (such as fire, strikes, flooding etc). (Attach separate document if needed)

**References**

Suppliers are requested to provide details of three references from their existing clientele, supplying full name, address, telephone number, fax number, email address, contact name, period of Contract and the estimated annual value of the Contract. In supplying this information, Suppliers shall have granted the RSPB permission to seek such information as deemed necessary, in relation to the Suppliers performance with their nominated references.

Reference 1

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Address |  | |
| Telephone No |  | Ext |
| Email |  | |
| Contact |  | Dates of work |
| Nature of work done |  | Value of contract |

Reference 2

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Address |  | |
| Telephone No |  | Ext |
| Email |  | |
| Contact |  | Dates of work |
| Nature of work done |  | Value of contract |

Reference 3

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Address |  | |
| Telephone No |  | Ext |
| Email |  | |
| Contact |  | Dates of Work |
| Nature of work done |  | Value of contract |

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|  | **Document F**  **RSPB Terms and Conditions** |

The basis of the contractual agreement between RSPB and the applicant is detailed in the [‘RSPB Terms and Conditions of Purchase of Goods and Services’](http://www.rspb.org.uk/Images/tcpurchase_tcm9-132467.pdf) – please click on this link to download. In applying for this tender you are explicitly agreeing to be bound by these Terms and Conditions for the duration of the contract. If you require any alterations to these Terms and Conditions please state your issues below. (Attach separate document if needed)

The RSPB expects that all suppliers it works with to adhere to certain ethical and environmental standards. Please download the [RSPB Ethical and Environmental Procurement Policy](http://www.rspb.org.uk/Images/RSPB_Ethical_and_Environmental_Procurement_Policy_tcm9-417093.pdf) and tick this box if you agree to be bound by its terms and conditions 

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|  | **Document G**  **Certificate of Bona Fide Offer** |

We certify that this offer is made in good faith, and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement of arrangement with any other person. We also certify that we have not, and we undertake that we will not:

1 a) communicate to any person other than the person inviting these offers the amount or approximate amount of the offer or proposed offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain insurance quotations required for the preparation of the offer;

b) enter into any agreement with any other person that he shall refrain from making an offer or as to the amount of any offer to be submitted;

2 pay, give or offer or agree to pay or to give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any offer or proposed offer for the goods/services any act or thing of the sort described in 1 a) or 1 b) above.

We acknowledge that if we acted or shall act in contravention of this certificate, the RSPB will be entitled to cancel the agreement and to recover from ourselves the amount of any loss and expense resulting from such cancellation.

I state that everything in this tender submission is truthful, that if found to be untruthful the RSPB can terminate any agreement between the RSPB and the company formed on the basis of this tender, and we will pay to the RSPB any loss or expenses the RSPB suffers as a result of such untruthfulness, whether an agreement is entered into or not.

In this certificate, the word “person” includes any persons and any body or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal, and whether legally binding or not.

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| Signed |  |
| On behalf of |  |
| Date |  |

**Please note: a name added in an electronic document is functionally equivalent to a signature.**