

Request for Quotation

Specialist Consultancy Services – Hoylake Beach Ecology and Geomorphological Study

Contract Reference: DNXXXXXX

RETURN OF REQUEST FOR QUOTATION RESPONSE

The closing date for quotation submissions is:

12 noon on 23/04/2021

<http://www.the-chest.org.uk>

CONTACT AND QUERIES

If any tenderer wishes to raise any queries which may have a bearing on the offer to be made or have any specific questions regarding this process, please liaise with Wirral Council Corporate Procurement **via The Chest** at the earliest opportunity, and in any case **not later than 12 noon, 3 working days prior to the closing date**. Questions raised after this time may not be responded to. Tenderers must ensure anonymity when raising questions.

Tenderers are advised that where such enquiries have been made, and it is appropriate to do so, the Council will distribute to all tenderers a copy of the enquiry and the written reply, with anonymity preserved, via The Chest. It is the tenderers responsibility to ensure that they check for any new information.

PLEASE DO NOT CONTACT OFFICERS VIA ANY OTHER METHOD AS A RESPONSE WILL NOT BE PROVIDED.

Tenderers or bidders are required to indicate those parts of their submission that they regard as commercially sensitive in the event that information requests are received from third parties.

USING THE CHEST

Supplier Guides on how to use The Chest can be found by clicking on the “Help” button at the top right-hand side of the screen.

In the event of any TECHNICAL problems using The Chest, please contact:

procontractsuppliers@proactis.com

Telephone: 0330 005 0352

Section 1 – Background to Requirements

1.1 Background to Project Requirements

In 1999, the Metropolitan Borough of Wirral (MBW), commissioned independent consultants to examine and report on the issue of rising beach levels at West Kirby and Hoylake at the NW corner of the Wirral Peninsula and to provide advice on the processes of long term change, identify management options and preferred management policies to provide the basis for public consultation (Jemmett A and Smith T, Jan 2000).

Subsequent to presentation of this report MBW invited public scrutiny and comment on suggested options and a series of twenty proposed actions for on-going management of the beaches (Metropolitan Borough of Wirral, March 2000).

The proposals identified were not formally adopted by the Council.

In 2010 Wirral Council applied for and received assent from Natural England (NE) and the Environment Agency (EA) for undertaking beach management at Hoylake for a period of 5 years, comprising:

- Spraying both *Spartina anglica* and *Puccinellia maritima* using approved glyphosate herbicide Round Up Bio-active Gold;
- Spraying isolated clumps of *Spartina anglica* using approved glyphosate herbicide Round Up Bio-active Gold using a hand-held lance spray;
- Mechanically raking the amenity beach using either a comb rake or a Barber Surf rake;
- Removal of accumulated windblown sand, to be recycled within the protected sites i.e. the Dee Estuary SSSI, SAC, Spa and Ramsar site; the North Wirral Foreshore SSSI and the Mersey Narrows and North Wirral Foreshore pSPA and pRAMSAR site.

In 2016, Wirral Council applied for consent for continuation of these activities at Hoylake as part of a wider beach management proposal that also included management of beaches at West Kirby, Wallasey and New Brighton and commissioned production of a Habitats Regulations Screening Assessment to support this application for consent (AECOM, March 2016).

In March 2016, Natural England granted assent for a period of 5 years beginning 1st April 2016 for the specific beach management actions as shown in box 1 below to be carried out at Hoylake.

The beach at Hoylake was selectively sprayed, within the limits as defined in Box 1 (see Figure 1) with glyphosate herbicide to control the growth of *Spartina anglica* and *Puccinellia maritima* from 2010 to 2019.

In August 2019 the spraying of the beach at Hoylake received adverse publicity on social media and in the press. In July 2019 Wirral Council had passed a motion 'Glyphosate Free Wirral' detailing how the Council intends to minimise glyphosate use with the exception of invasive species management.

In November 2019, the Council requested Natural England provide advices under their “Discretionary Advice Service” in relation to how they should go about defining management actions to “ensure that the natural environment is conserved, enhanced and managed for the benefit of future generations, whilst contributing to sustainable development”.

Box 1: Assented Beach Management Actions at Hoylake April 1st 2016 to March 31st 2021**Hoylake Beach**

Beach management operations considered in the assessment of Hoylake beach are:

Spraying with Roundup glyphosate based weed killer between once per year in August; Raking three times a week during April to September (inclusive); and Removal of windblown sand from the sea wall as and when it accumulates.

The area to be raked extends from the lifeboat station to Red Rocks in a band 100 metres (m) wide, between 0-100m from the wall. Raking will be undertaken using a tractor and comb rake to remove vegetation followed by a tractor and Barber Surf Rake.

The area to be sprayed extends from the lifeboat station to red rocks, in a band 100m wide, between 0-100m from the wall using a tractor with a boom and in addition if necessary between 100-120m from the wall with knapsack sprayer (additional 20 mband).

Spraying with Roundup, a glyphosate based weed killer, has been deemed the best option for managing common cord grass at Hoylake beach, as physical removal (excavation of material) may lead to further spread of the species and, as test digging has shown, leaves the rhizome behind. Rotoburing is not possible at this location due to the soft sediment; smothering techniques and grazing are unsuitable at this location due to its use as an amenity beach and burning is not effective.

In 2020 the Council decided to halt both mechanical raking and the use of chemicals which control the growth of vegetation, by stopping the spraying of glyphosate onto the beach area, but with other management actions continuing i.e. the removal of wind blown sand from against the sea wall, which is controlled to a degree by fences attached to the promenade railings but which causes blocked drains and nuisance on the highway and to properties on located on North Parade. The current consent for these operations expires on 31st March 2021 and the Council is separately applying for NE assent to continue them for a further 24 months.

In addition, in March 2020, Natural England provided advice to the Council regarding beach management under their “Discretionary Advice Service” (DAS). A copy of this advice is included within the Tender documents.

A wide range of views are present regarding the future management of Hoylake beach including continued removal of grasses at Hoylake beach, using the existing techniques (glyphosate and/or mechanical operations) or alternative methods. Other views however advocate for allowing natural succession and the management of natural features and habitats.

The Council wishes to address all the conflicting views and reach a consensus on a way forward for managing the beach at Hoylake by producing a new Beach Management Plan (BMP) for the frontage.

In order to support development of the BMP the Council is commissioning this Ecology and Geomorphology study to provide data and information to enable informed decisions to be made.

The Specification for Services to be provided is fully described in the consultant's brief referenced in the specification section 2.1 below.

The bid document will be considered confidential and not disclosed to any third party without written permission from the authority.

Please note that the Council is not obliged to accept any quote.

Figure 1: Beach Management Areas at Hoylake Approved in 2016. Areas between Red Rocks and Lifeboat Station that are defined to be raked and sprayed.



1.2 Contract Duration

The anticipated contract duration is 26 weeks starting on 4th May 2021.

Section 2 – Specification of Services

2.1 Specification

2.1.1 Overall Study Requirements

The overall requirement of the commission is for the *Consultant* to carry out a study, the results of which, can be used as the basis for preparation of a Beach Management Plan that will define the requirements for future management of the beach at Hoylake for coastal defence, amenity and nature conservation.

2.1.2 Works Specification

Key Tasks

The commission comprises the following key tasks:

1. Production of an overview of historical evolution of the Hoylake frontage;
2. Review of available data;
3. Identification of historical changes in beach evolution;
4. Liaison with Council Project Steering Group by e-mail/video call, including a virtual workshop to identify key issues and drivers for future management;
5. Commission a separate ecological assessment of the frontage to include carrying out a National Vegetation Classification Survey of the inter tidal zone and collation of other relevant designated habitat data in order to provide sufficient data to support development of an HRA Screening report for on-going beach management, including relevant data on bird usage of the frontage;
6. Provide predictions of future change including assessment of a range of future climate change scenarios including predicted changes in areas of habitat; potential for development of other habitats; potential changes in bird feeding/roosting areas; etc. utilising results from (5);
7. Carry out an assessment of the “Natural Capital Value” of the frontage and how this might be influenced by coastal change under a range of future climate change scenarios as in (6). Liverpool John Moores University (LJMU) have completed a Natural Capital Baseline for the Liverpool City Region and they are to be engaged by the successful consultant to model changes under the different management scenarios. The contact at LJMU is TBC;
8. Review of present and future flood risk across the frontage under different potential management scenarios;
9. Review of groundwater behaviour behind the sea wall and how potential future beach management actions e.g. higher beach levels could impact on behaviour. This shall include for the provision and installation of ground water level monitoring equipment at three locations in the promenade footpath and monitoring of changes in water levels for a minimum 3 month

period to inform the study and for the on-going provision of data from the monitoring station for a further 9 months;

10. Provide advice and recommendations on potential future beach management actions/options including but not necessarily limited to:
- Review of existing management arrangements;
 - Consideration of options based on natural development of the frontage;
 - Consideration of potential options for management zoning of the frontage to accommodate different beach usage arrangements.

This element should specifically involve:

- Identification of opportunities and constraints on future management activities;
 - Definition of the impact of different options on environmental habitats/bird feeding and roosting areas;
 - Review and consideration of advice provided under Natural England's DAS.
11. Production of draft and final study reports, including a non-technical executive summary; and
12. Provision of additional support to Council staff in production of BMP.

Specific Requirements

The Contractor shall allow specifically for the following in carrying out the commission.

General Project Management

The *Consultant* shall allow for the following:

- Attendance on site for a walk over survey with the Council's Project Manager and members of the Council Project Steering Group, at the outset, observing Covid 19 regulations;
- A start up meeting with the Client to confirm project arrangements;
- Arranging and facilitating a "Teams" virtual workshop with the Council Project Steering Group to identify and confirm key issues and drivers for future management;
- Attendance and management of Intermediate monthly progress meetings;
- A meeting following completion of a draft report to present findings;
- Producing minutes of above meetings; and
- Production of monthly progress reports detailing progress against programme, deliverables, and information required, activities planned etc.

All meetings, apart from the site walk over will be held virtually using Microsoft Teams, unless agreed otherwise with the Project Manager.

Production of Contract Deliverables

- The overall Contract deliverable under the Contract shall be a study report with the results of the ecological assessment presented as a stand-alone document and as an Appendix to the main report;
- All outputs shall be provided in formats compatible with Office 365, AutoCAD and Mapinfo, as appropriate.

Support in preparation of the BMP

The Consultant shall allow for up to 5 days of support by a senior named member of their project team to provide additional advice and review of the subsequent BMP (to be produced by the Council). This work will be carried out post completion of the study report and is to be remunerated on a time basis.

2.1.3 Data Available from Council

The following data will either be provided by the Client or is available from local, regional or national archives:

- Cross shore beach profile monitoring data (1986-2020);
- Typical cross sections through existing man-made coastal defences;
- Historical LiDAR surveys (various dates 2004-Present);
- Historical geo-rectified vertical aerial photography (1999-2018);
- Non geo-rectified vertical aerial photography (pre 1999);
- Historical oblique aerial photography (2008-2015);
- Local Sediment Analysis data from 1996, 2003, 2010 and 2015;
- Output from Environment Agency Coastal Boundaries Dataset;
- Climate change predictions from UKCP18;
- Core Count WeBs data for Hoylake sector for 2017/18 and 2018/19;
- 5-year (2014-19) WeBS core count synopses for Hoylake sector;
- Dot density maps for low tide bird count data for the Dee Estuary;
- Relevant background information and past correspondence relating to past NE SSSI assent and Habitats Regulation Assessment.

The above list is not exhaustive and the Consultant shall identify and access any other data that would assist in carrying out the project.

The following specific reports will be provided by the Client:

- AECOM. (March 2016). *Habitats Regulations Screening Assessment and Application for SSSI Assent Relating to Beach Management Operations at Wirral Beaches.*
- Jemmett A and Smith T. (Jan 2000). *The Beaches at West Kirby and Hoylake - Options for Managing Wind Blown Sand and Habitat Change.*
- Metropolitan Borough of Wirral. (March 2000). *The Beaches at West Kirby and Hoylake - Options for Managing Wind Blown Sand and Habitat Change. Consultation Document.*
- Natural England. March 2020. *Natural England Advice to Wirral Council regarding beach management.*

2.1.4 Consultant Requirements

The team to be employed by the *Consultant* on the commission shall be multi-disciplined and should have demonstratable experience in the following key areas:

- Geomorphological assessment of beach and dune frontages;

- Examination and development of engineering solutions in relation to surface water management, wind blown sand management, groundwater behaviour and flood risk mitigation;
- Carrying out ecological surveys in the coastal zone;
- Ecological assessment and management of activities within the coastal zone;
- Knowledge and management of regulatory processes for operations carried out in the coastal zone;
- Development of Beach Management Plans.

Copies of CVs of key staff (max 2 pages per project team member) are to be provided as part of the tender submission.

2.1.5 Arrangements for Proposal Submissions, Contract Award, Services Ordering and Remuneration

Consultants are invited, to submit via The Chest, electronic tendering portal, this completed Request for Quotation document clearly indicating how they would meet the requirements of this brief.

Any enquiries during the preparation of the proposal submissions should be made via The Chest. No direct contact must be made with any Council officer during the tender period.

Completed documents should be submitted via The Chest in accordance with the instructions provided. The Council will select a consultant from the proposals submitted using a project specific evaluation model based on a price/quality assessment, details of which are provided with this RFQ.

Contract terms and remuneration will be in accordance with the Wirral Council's standard Terms and Conditions and the NEC3 PSC. A copy of the intended contract is supplied with this Request for Quotation. Monthly accounts will be required by invoice to include a full schedule of hours worked.

Services through the commission will be ordered, managed, and remunerated as follows:

- A single purchase order will be raised after contract award
- Monthly account invoices will be submitted by the Consultant in both electronic and hard copy (with copies to the nominated Contract Officer and the Councils Accounts payable team – address included on the purchase order) clearly referencing the original purchase order number and referencing staff schedules which have incurred cost within the applicable month.

Section 3 - Evaluation

3.1 Evaluation

The award of this Contract will be on the basis of the most economically advantageous tender taking into consideration the following award criteria:

Price	50%
Quality	50%

A full breakdown of weightings for the different elements of the quality submission are provided below.

All Quality and Pricing information submitted will form the overall evaluation for calculating a bids final score.

Submissions deemed to be poorly presented will risk being removed from the evaluation.

3.2 Scoring Mechanism

If tenderers score less than a 3 on two or more of the method statements, Wirral Council reserves the right to exclude the tenderer.

Compliance questions - Tenderers are required to confirm their level of compliance with each of the requirements selecting the appropriate box. The Compliance questions will be marked as *pass* or *fail*. If you do not "Fully Comply" with any of the requirements, please provide details of why in the "Comments" section where the Evaluation Team will consider if your response is acceptable.

Additional support sheets will be accepted but must be clearly referenced with the contract reference number & title and be easy to follow.

Score	Rating	Definition
0	Unacceptable	Nil response or no relevance to the requirement
1	Poor	Response has insufficient relevance and provides no detail or explanation of how the requirement will be met
2	Inadequate	Response has partial relevance and addresses some aspects but with deficiencies with the detail or explanation of how the requirement will be met
3	Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
4	Good	Response has significant relevance and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

5	Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. Response adds value and may contain innovative solutions
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Tenderers are required to complete the compliance table below (✓/x). This table will form a critical part of the appraisal process.

Section 4 - Compliance

Item	Description	Non-Comply	Part Comply	Fully Comply
1	Experience in geomorphological assessment and prediction of future evolution of the coast			
2	Experience in carrying out ecological surveys and environmental assessment			
3	Experience in flood risk assessment and groundwater monitoring			
4	Experience of implementation of the regulatory process in the coastal zone			
5	Experience in producing strategic management action plans in the coastal zone			

Section 5 - Method Statements

MS No.	Weighting %	MS Description
1	30%	Quality: General experience (Word count max 1000) Please summarise general relevant experience of undertaking these types of project. You can provide no more than five case studies which link your response to the geomorphological assessment, ecological surveys, management of engineering assets at the shoreline, health & safety, regulatory, environmental and amenity issues set out in the specification. Please also provide full CVs for key staff members to be used (additional to the word count).
2	30%	Quality: Project Methodology (Word count max 1000) Please describe how you would go about carrying out the study and meet the requirements of the specification, with specific reference to how you would evaluate potential management arrangements for the Hoylake foreshore in the future and the uncertainties and constraints inherent in the requirements.
3	20%	Quality: Added Value (Word count max 750) Please describe, with evidence from previous case studies how the project team would add value to the Council's development of a Beach Management plan based on the requirements of the specification.
4	10%	Quality: Local Knowledge (Word count max 500) Please summarise any specific local experience and knowledge of working on schemes around the Wirral shoreline. Your response should focus on the specific issues occurring at Hoylake.
5	5%	Quality: Social Value (Word count max 1000) The Council's aspirations for Social Value are: <ul style="list-style-type: none"> • Up skilling staff

		<ul style="list-style-type: none"> • Offering Apprenticeships • Local employment opportunities • Volunteers • Additional Services • Educational visits • Offering curriculum addition to schools • Creating Supply Chain opportunities • Improving environment, landscape • Donations to charity • Local businesses incorporated into Supply Chain • Creating skills & training opportunities • Offering work placements to school children and young adults • Community engagement • Targeting hard to reach groups • Core Labour Standards <p>Please provide a method statement detailing how your organisation will provide social benefits that will impact on economic, social and environmental well-being of the Wirral Borough, identifying how, during the commission, you will assist the Council in meeting its obligations under the Social Value (Public Services) Act 2012 and the Council's strategic objectives of a thriving, healthy, accessible, safe and attractive Borough.</p>
6	5%	<p>Quality: GDPR Compliance (<i>Word count max 500</i>)</p> <p>Please provide a statement on what steps your organisation takes to ensure compliance with the General Data Protection Regulation 2016(GDPR) and the Data Protection Act 2018(DPA)? In particular how you:</p> <ul style="list-style-type: none"> • Show compliance with Council's data processing requirements in the Council's Data Processing Schedule • Put in place technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or damage to such data • Help the Council carry out data protection impact assessments before processing any personal data • Put in place training programmes for staff who have access to personal data and ensure their integrity and reliability • Keep records of data processing carried out under the Contract?

		<ul style="list-style-type: none">• Show compliance with any statutory requirement to appoint a data protection officer if applicable to you)• Decide whether or not to use sub-processors to process personal data on behalf of the Council under the Contract
Total	100%	

Section 6 - Cost Schedule

Tenderers must complete the pricing schedule as per the format included.

Offers must NOT comprise of Sales material that is unreferenced or meaningless to the submission of this quotation.

PRICING SCHEDULE

Tenderers shall complete the tables below for the provision of the services identified:

Task	Cost (£)	Average hourly rate (£)
Project Management, attendance at project meetings etc		
Liaison with Project Steering Group		
Review of data, historical evolution and beach change		
Carry out Ecological Study		
Future Coastal Evolution Assessment		
Natural Capital Value Assessment		
Definition of Future Flood Risk		
Ground Water Monitoring, including for post study completion collection and provision of results		
Identification of Potential Future Beach Management Arrangements		
Production of Contract Deliverables		
Provision of additional technical support		
Total:		

STAFF SCHEDULE

Name and qualifications	Project Role	No of hours	Hourly Rate (£)

For further details on pricing, please refer to our guidance notes below.

- All prices in the tender submission must be quoted in GBP.
- All prices quoted must exclude VAT.
- All prices must include installation costs, insurances, consumables, travel and subsistence etc.
- Any other costs must be separately identified.

All products supplied must remain competitively priced. The Council seeks to maximise opportunities for improved pricing due to technology changes, which will be reviewed during Contract Review Meetings.

Wirral Borough Council will not recognise any charges made by the supplier for the duration of the contract that were not received as part of this quotation, unless they represent additional costs brought about by a change of client needs.

Section 7 – Contract Performance

This contract is subject to continuous performance monitoring and management throughout the contract term.

The Service Provider will be required to register with the Council's online Contract Management Portal following the contract award. Contract performance is monitored in accordance with objectives and targets as set out within the contract specification, and the Service Provider shall provide regular performance monitoring and management information accordingly.

The Service Provider will be required to attend all meetings in connection with the Contract to which they may be invited, including regular progress meetings. The programme for these meetings will be agreed as part of any contract mobilisation process. Such meetings will be conducted through media technology, unless otherwise specified. Additional meetings may be held where necessary to address any matters between the review meetings.

Section 8 – Terms and Conditions**8.1 CONTRACT DATA****Part one – Data provided by the *Employer***

1 General The *conditions of contract* are the core clauses and the clauses for main Option A, dispute resolution Option W2 and secondary Options X2, X4, X9, X18 and Y(UK)2 of the NEC3 Professional Services Contract April 2013.

The *Employer* is
Wirral Borough Council, Town Hall, Brighton Street, Wallasey
Wirral CH44 8ED

The *Adjudicator* is
to be agreed between *Employer* and *Consultant* when deemed necessary
The *services* are
Described in Section 2

The *scope* is in
Section 1 and Section 2

The *language of this contract* is
English

The *law of the contract* is
the law of England and Wales, subject to the jurisdiction of the Courts of
England and Wales

The *period for reply* is
1 week

The *Adjudicator nominating body* is
the Institution of Civil Engineers

The *tribunal* is
Arbitration

2 The Parties' The *Employer* provides access to the following persons, places
main and things
responsibilities

2021 access to access date
all Council-owned land and buildings related to the services 12th April

3 Time

The *starting date* is 12th April 2021
The *completion date* is 15th October 2021

Subject to the *Consultant* meeting the contract performance measures set and at the Employer's sole discretion notified not less than 2 months before the completion date, with the written agreement of both parties the contract may be extended for a maximum period of 6 months on the same contract terms.

The *Consultant* submits revised programmes at intervals no longer than 4 weeks for each task order.

4 Quality

The quality policy statement and quality plan are provided within 2 weeks of the Contract Date

Performance will be monitored in accordance with the Contract Specification and low performance payment deductions may apply. The *defects date* is 4 weeks after Completion of the whole of the services.

5 Payment

The *assessment interval* is monthly

The *currency* of this contract is pounds sterling (£)

The interest rate is 2% per annum above the average base rate in force from time to time at the following banks: Barclays, Lloyds TSB, HSBC and Royal Bank of Scotland

6 Indemnity, Insurance and Liability

Event	Cover	Period following Completion of the whole of the services or earlier termination
Failure of the <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i> (Professional indemnity)	£1,000,000 for each and every event	6 years
Death or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss or damage to property resulting from an action or failure to take action by the <i>Consultant</i> (Public liability)	£2,000,000 (two million pounds) and such insurance shall contain an indemnity to principals provision	12 months
Death or bodily injury to employees of the <i>Consultant</i> arising out of and in the course	£5,000,000 (Five million pounds)	12 months

of their employment in connection with this contract (Employers liability)		
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Option X18:

- The Consultants liability to the Employer for indirect or consequential loss is limited to £1 million (one million pounds).
- The Consultant's liability to the Employer for Defects that are found until after the defects date is limited to the Contract Value.
- The end of liability date is 1 year after Completion of the whole of the services.

Part two – Data provided by the *Consultant*

The *Consultant* is

Name

Address

The key people are

.....

The staff rates are (inserted at Section 6 above)

.....

The activity schedule is

The tendered total of the prices is

Section 9 - Declaration

I/We the undersigned, hereby quote to supply the goods / service / products detailed in this tender, at the respective prices quoted. (Prices must not include VAT).

I certify that as far as I know, the information I have supplied is accurate.

I/We agree that this tender shall remain open to be accepted or not by the Council for a period of six weeks from the closing date for the receipt of tenders.

I/We agree that the Council may discontinue the tendering arrangements at any time before a tender has been accepted.

I/We accept the specification and standard terms and conditions embodied in the request for tender and undertake to be bound by them if my/our tender is accepted by Wirral Borough Council.

I/We certify that I/we have not now or will in the future, canvassed or solicited any member, officer or employee of the council and any other companies in the group of which the council forms part, in connection with this tender and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

I/We understand that the Council is not bound to accept any tender and will not be liable under any circumstances whatsoever for the costs I/we have incurred in preparing the tender.

The tender submitted herewith is a bona fide tender intended to be competitive.

I/We have not fixed or adjusted the amount of the tender by or under or in accordance with any collusive agreement or arrangement with any other person.

Declaration on following page to be completed and signed.

NAME OF CONTACT:	
DESIGNATION:	
COMPANY NAME:	
COMPANY NUMBER:	
REGISTERED OFFICE:	

ADDRESS (including postcode)	
TELEPHONE:	
FAX:	
EMAIL:	
SIGNATURE:	
DATE:	