Request for Quotation

Ditch Re-alignment project at

Chippenham Fen National Nature Reserve

**May 2024**

Request for Quotation

**Chippenham Fen National Nature Reserve Ditch Re-alignment project**

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Your response should be returned to the following email address:

Email: chris.hainsworth@naturalengland.org.uk

All quotations to be submitted by:

Date: 13/6/2024

Time: 1700hrs

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

Contact Details and Timetable

Chris Hainsworth will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 17/5/2024 at 17:00 BST |
| Deadline for clarifications questions | 7/6/2024 at 17:00 BST |
| Deadline for receipt of Quotation | 13/6/2024 at 17:00 BST |
| Intended date of Contract Award | 19/6/2024 |
| Intended Contract Start Date | 19/7/2024 |
| Intended Delivery Date / Contract Duration  | 19/7/2024 to 1/10/2024 |

Section 1: General Information

Glossary

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

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

Conditions applying to the RFQ

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

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

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

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

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

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

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

Amendments

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

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

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

Conditions of Contract

The Authority’s Standard Good and Services Terms & Conditions (used for purchases under £50k) can be located

Procurement at Natural England - Natural England - GOV.UK (www.gov.uk)

and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

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

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

 You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf.

Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

Specification of Requirements

Chippenham Fen NNR Ditch realignment Project

Background to Natural England

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Defra](http://www.defra.gov.uk/). [Natural England](http://www.naturalengland.org.uk/) [MMO](http://www.marinemanagement.org.uk/).

This project is part of the wider Fens East Peat Partnership peat restoration project funded by the Nature for Climate Peatland Grant Scheme administered by Natural England.

The Fens East Peat Partnership (FEPP) is made up of six partners: Lincolnshire Wildlife Trust (Lead Partner), National Trust, Natural England, Norfolk Wildlife Trust, RSPB and the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire. The partnership has formed to focus on peatland restoration in the lowland peat found within the National Character Area: Fens (NCA46).

The Fens are a sustainable and resilient area to the impacts of climate change for the benefit of people, our natural and historic heritage and the rural economy.

In 2022, FEPP was successful in being awarded funding through the Nature for Climate Peatland Discovery Grant Scheme (NCPDGS) being managed by Natural England. Following on from the discovery work to identify the barriers by undertaking surveys and restoration development work FEPP were awarded funding in August 2023 from the Nature for Climate Peatland Restoration Grant Scheme.

<https://www.lincstrust.org.uk/>

<https://www.fensforthefuture.org.uk/>

<https://www.gov.uk/guidance/nature-for-climate-peatland-grant-scheme>

Background to the specific work area relevant to this purchase

The works will be carried out on Chippenham Fen National Nature Reserve (NNR), between the villages of Chippenham and Snailwell, near Newmarket, Suffolk.

Chippenham Fen is managed by The Breckland (NNR) Team of Natural England. The NNR office and work base is located on site.

Please see Map 1 ‘How to Find us’ document.

Chippenham fen is a wetland and so the project needs to be undertaken in the driest part of the year to allow access around the site. The work can begin after mid July and must be completed 1 October 2024.

Requirement

The project aims to slow the flow of water around Chippenham Fen. The aim is to keep water on site for longer and create a much wetter site. The work consists of a number of elements.

* Blocking ditches using bunds, made of plastic piling. Some of the bunds are quite large 3-4m wide and others are smaller 1-2m wide.
* Using local found soil to further block ditches.
* Some tree / vegetation clearance will be required to access work locations. NE are willing to undertake the felling. Due to the need to plan the access routes this work will be undertaken following an on-site discussion.

Due to recent price rises we are now unsure if we can afford the full program of work as originally planned. Therefore, it has been necessary for us to prioritise the work elements by importance for completion.

**Priority 1**

**Task A - Blocking and reprofiling of the Catch Dyke (CD).**

Where the fen meets the surrounding farmland, a ditch was dug over 100 years ago to intercept rainwater and run off from higher ground, this is termed a ‘Catch Dyke’ (CD). The arisings were used to make a small levee along the ditch.

The CD also channels spring water from at least 1 known groundwater spring. Along the CD the soil is peat/ peat loam but with areas of chalky head /chalky loam.

The CD effectively channels rainwater into a series of ditches and efficiently moves water around and off site. Surrounding the CD woodland has formed. In some locations we have created culvert with collar dams to slow the progress of water through the ditch system.

The task is to block the CD using a series of bunds to reduce the drainage efficiency to benefit biodiversity and the peat soils. The bunds will be made around sheets of Plastic Piling which will be pushed into the soil and then buried.

**Number of Bunds to install**: 15.

**Marked on Map 2**: CD1-15.

**Size of ditch to be bunded**: Approx 3-6 metre wide and 2-3 metre deep.

**Preparatory Works:** Some tree/vegetation clearing to gain access. Tracking around site to access multiple working locations.

**Design**: The design shown in the diagram in Appendix 4 to be utilised

**Sheet Size**: 3m lengths to be used.

**Stakes for Reinforcement of piling**: Yes, each 500mm wide section to have 2 stakes pushed into the bottom of the ditch for support. Not required in the sections in the bankside.

**Description**: Plastic piling driven across the ditches to create impermeable bunds. Plastic piling sheets to be pushed into the ditch bed to circa- 1m.

Approximately 0.75 - 1m of piling set in the bank side, in dry ground, on both sides of the ditch to stop water seeping around the sides.

Piling to stand at or just below the land surface.

Upstanding piling to then be buried on both sides using soil from the levee or adjacent high points- circa 5-10 m either side. The bunds will be graded to be flush or slightly proud to allow for settlement, with the adjacent landform.

The finished bund will prevent water flowing along the ditch forcing it across the land surface. The Catch Dyke will effectively become a series of small ponds.

**Additional Works**: Sections of raised Levee to be pulled into the ditch where possible and accessible. The aim being to reduce the height of the levee and fill in the ditch. Access to the Levee is only really possible in some sections: CD1, 2, 3 & 4. There is circa 100m of this work.

The whole Catch Dyke is circa 1500m long.

The bunds in this location are marked as CD1-15 on the attached plan.

## Priority 2.

**Task B- Installation of Bunds**

Install bunds at various locations across the site. The aim being to block ditches.

**Number**: 30

**Size**: Approx 1-4 metre wide and 1 - 3 metre deep.

**Preparatory**: Some tree/vegetation clearing to gain access. Route to be decided on site.

**Design**: As per Appendix 4

**Sheet Size**: 3m length to be used.

**Stakes for Reinforcement**: Will only be required in larger spans. To be agreed on site.

Plastic piling driven across the ditches to create impermeable bunds. Plastic sheets to be pushed into the ground to the desired depth- approximately 1m.

Approximately 0.5-0.75m of Piling set in the bank side, in dry ground, on both sides of the ditch to stop water seeping around the sides.

Upstanding parts of piling to be set at or just below the surrounding land level. Upstanding piling to then be buried on both sides – up to 1 m either side. The soil will be graded to be flush or slightly proud to allow for settlement, with the adjacent landform.

The design shown in the diagram in Appendix 4 will be the basis but can be modified to local conditions i.e. on smaller ditches.

**Priority 3**

**Task C- Creation of Culvert under Public Footpath**

The route of the footpath site on a slightly raised bank where it crosses the North meadows. There are shallow ditches either side of this raised track. We wish to create a culvert under the footpath as this has become an impediment to water movement.

**Number:** 1

**Size**: Approx 8-10 metre wide. Buried 1 - 3 metre deep.

**Preparatory**: Some tree/vegetation clearing to gain access. Route to be decided on site.

**Design**: Standard agricultural culvert. Design to be agreed.

**Culvert Pipe**: We have some suitable lengths of pipe (330mm or 650mm diam) which can be utilised. There is a mound of soil close by which can be utilised as back fill.

Install a pipe of at least 330mm in diameter following the manufacturer’s instructions.

make sure that the pipe lengths give a useable width at ground level for Tractors and trailers to safely use the culvert (at least 4m)

Set the pipes on a firm bed and in true alignment.

Ensure that the pipe gradient approximates to that of the ditch bed.

Ensure that the pipe invert (the level of the inside bottom of the pipe) at the upstream end is fractionally below the bottom of the true ditch bed.

Grade the ditch bed downstream if any deepening is needed to accommodate the culvert.

Grade the surface to create a smooth surface.

It is felt that there are opportunities to find the spoil locally to infill the culverts, although it will need transporting to the work area.

**Specification of materials to be used.**

1. Plastic Piling will be sourced and supplied by Natural England and delivered to site.
2. Timber post to be used to strengthen the piling will be sourced and supplied by Natural England and delivered to site.
3. Plastic twin wall pipe lengths of 300mm & 700mm diameter to be sourced and supplied by Natural England.

**Site visit**

Before submission of a quotation, the contractor is required to visit the site and satisfy themselves as to the full extent and character of the works and conditions affecting the contract. Please arrange for a site visit with Chris Hainsworth on 07799657428

The terrain on Chippenham fen is challenging and access is by no means ‘straight forward’ especially for access with plant, therefore it is essential that contractors visit the site prior to submitting the quotation in order to fully ascertain:

* the extent of the work involved.
* check the proposed design and specification details.
* check access to work sites.

The areas shown on the attached plans are only as accurate as the scale of drawing allows. The measurements provided in this document although collected carefully are indicative and contractors should take their own site measurements.

It is emphasised that claims arising out of non-compliance with this clause will not be accepted.

Sustainability

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

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

Specific to this project

* Chippenham Fen is a Site of Scientific Interest (SSSI) and Special Area of Conservation (SAC). Natural England will ensure all necessary consents are in place.
* On such an important wetland we expect the supplier to make sure the risk of creating a pollution event when refuelling machines or via a machine fuel leak on a sensitive wetland is taken seriously, planned of and potential impacts minimised.
* We would require the supplier to have a proactive approach to make sure there is no accidental spread of Non-Native Invasive Species Invasive, either onto or off the site by adhering to a robust Biosecurity protocol.

The Supplier/Contractor will provide such evidence of addressing its sustainability impacts and compliance with the contract requirements when the Authority reasonably requests.

Outputs and Contract Management

The contractor will be responsible for the day-to-day management of the project.

The lead contact for Natural England will be Chris Hainsworth

We would expect to have at least weekly meeting to discuss progress and ensure the work is going to plan.

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Chippenham fen is a wetland and is on challenging terrain. To allow for movement of plant around the site the works need to be undertaken in the driest part of the year. Physical works can begin after the bird breeding season i.e after 31July and must be completed 1 October 2024.

Work into October runs the risk of being rained off. As an example, in the past 2 years work in October has been impossible on this site.

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| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| H&S works | Supply risk Assessment and RAMS | Contractor | 15 July 2024 |
| H&S works | Provide evidence of staff training record | Contractor | 15 July 2024 |
| H&S works | Provide Evidence of Liability Insurance | Contractor | 15 July 2024 |
| H&S Works | Comply with CDM regulation paperwork | Contractor & NE | 15 July 2024 |
| Materials | All materials delivered to site | NE | 15 July 2024 |
| Plant | All Machines and equipment on Site | Contractor & NE | 1 August |
| Task | Works undertaken and completed | Contractor | 1 October |
| Task | All machinery and rubbish taken off site | Contractor | 15 October |
| Task | Invoices submitted | Contractor | 1 November |

Payment

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Full payment will be made on completion of the work.

It is anticipated that this contract will be awarded for a period of 4 weeks to end no later than 1 October 2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

We will award this contract in line with the most economically advantageous tender (MEAT). This will be assessed using the following award criteria:

* Price: 60%
* Quality: 40%. Comprising; Technical expertise/experience, H&S measures and planning

**Evaluation criteria**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 40% | Technical Skills | Methodology | 1 QuestionsQ1. 10% of technical score available.Minimum score 70 |
| Experience of similar projects | 2 QuestionsQ2 - 7.5% of technical score availableQ2.1- 7.5% of technical score availableMinimum score 70 |
| Health & Safety  | 2 QuestionsQ3.- 7.5% of technical score available.Q3.1 - 7.5% of technical score available.Minimum score 70 |
| Management of sustainability | 2 Questions Q4 2.5% of technical score available.Q4.1 2.5% of technical score available.Minimum score 70 |
| Commercial | 60% | Whole life cost of the proposed Contract | Commercial Model | 3 Questions Q5 - 25% of commercial score available Q5.1 - 25% of commercial score available Q5.2 - 10% of commercial score available |

Technical Scoring (40%)

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

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

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

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

|  |  |
| --- | --- |
| Example - Methodology  | Detailed Evaluation Criteria |
| Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project.Responses should not exceed four sides of A4, and use Arial font, size 11. | Your response should:1) Demonstrate a clear understanding of the nature of the requirements.2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| Proposed Methodology | Detailed Evaluation Criteria |
| Q1 | Please detail your proposed methodology and how you would install the bunds across the ditches whilst ensuring staff safety. |
| Similar projects | Detailed Evaluation Criteria |
| Q2. | Please detail your relevant experience on this type of project. Please include two examples of carrying out similar projects. Your examples must have been carried out in the previous 5 years. |
| Q2.1 | Please include a copy of a Risk Assessments /Method Statement used previously on another project, ideally of a similar nature |
| Health & Safety  | Detailed Evaluation Criteria |
| Q3. | List any SSIP or Accreditation scheme your company uses. |
| Q3.1 | List key staff who will be directly involved in the project and their H&S qualifications/ training and experience. |
| Management of sustainability- | Detailed Evaluation Criteria |
| Q4. | Please describe your company Biosecurity protocol. In particular please outline methods to avoiding transfer of Invasive Non-Native Alien Species. |
| Q4.1 | Please describe your companies Refueling / spill protocol when working on high value wetland sites. |

Commercial (60%)

The Contract is to be awarded as a 'fixed price', which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

|  |  |
| --- | --- |
| Deliverable | **Price** |
| Task A- Blocking and reprofiling catch Dyke |  |
| Task B- Installation of Bunds |  |
| Task C- Creation of Culvert |  |
| All Tasks |  |

**Calculation Method**

The method for calculating the weighted scores is as follows:

* Commercial Score = Bidders Quotation Price x 60%
* Technical Score = Bidder’s Total Technical Score x 40%

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned.

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

Please complete and return the following information:

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

Award

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

The successful supplier will be issued the contract via a Purchase Order.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

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

Part 1.1 Potential Supplier Information:

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

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

Part 1.2 Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

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

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

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

Part 2.2 Grounds for discretionary exclusion

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

Annex 2 Acceptance of Terms and Conditions

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

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

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

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

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

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

