**OFFICIAL**

Request for Quotation

Threatened Species Recovery Actions

Date: 21 August 2023

Project code: SRP032



Request for Quotation

Threatened Species Recovery Actions

Project code SRP032

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 addresses:

Email: [maria.thompson@naturalengland.org.uk](mailto:maria.thompson@naturalengland.org.uk) & [tim.wilkins@naturalengland.org.uk](mailto:tim.wilkins@naturalengland.org.uk)

By:

Date: **08/09**/2023

Time: 17:00

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

Maria Thompson and Tim Wilkins 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.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | w/c 21.08.23 (Contract Finder) |
| Deadline for clarifications questions | 01.09.23 at 17:00 |
| Deadline for response | 08.09.23 at 17:00 |
| Intended date of Contract Award | 09.23 |
| Intended Contract Start Date | 01.10.23 |
| Intended Delivery Date | 08.03.24 |

Section 1: General Information

Glossary

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

|  |  |
| --- | --- |
|  |  |
| “Authority” | means 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 terms and conditions provided as part of the RFQ will be included in 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, inclusive 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 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

2.1 Specification of Requirements

Background to Natural England

Natural England is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

Natural England was formally established on 1st October 2006 following the successful passage of the Natural Environment and Rural Communities (NERC) Act 2006 through Parliament. We are an independent statutory Non-Departmental Public Body. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

Natural England’s priorities for 2020 to 2025 support our mission and the ambitions of the government’s 25 Year Environment Plan. We aim for:

• A well-managed Nature Recovery Network across land, water and sea, which creates and protects resilient ecosystems rich in wildlife and natural beauty, enjoyed by people and widely benefiting society people connected to the natural environment for their own and society’s wellbeing, enjoyment and prosperity

• Nature-based solutions contributing fully to tackling the climate change challenge and wider environmental hazards and threats

• Improvements in the natural capital that drives sustainable economic growth, healthy food systems and prospering communities

• Evidence and expertise being used by a broad range of partnerships, organisations and communities to achieve Nature recovery and enable effective regulation and accreditation

• Being a values-led organisation that delivers excellent service standards to all partners, organisations and communities engaged in achieving Nature’s recovery

**Threatened Species Recovery Actions**

* 1. Project background

The Threatened Species Recovery Actions project aims to reverse the fortunes of 1000 species listed as threatened, near threatened or regionally extinct.

Action planning of GB Red List threatened, near threatened and regionally extinct species, as well as Section 41 species, is a current priority for Natural England, linked to the Environment Act biodiversity targets.

To contribute to target delivery planning and actual recovery, we need to understand how best to prioritise action at a species level. These actions, along with data on species status, habitats, pressures and threats will allow us to prioritise future funding for schemes including the Species Recovery Programme. The work will also inform the development of more multi-taxa projects, allowing larger, more cost-effective, species recovery delivery.

Initial work to develop a Natural England 'Species Evidence Base' (SEB) has gathered useful basic species information and this work is continuing over 2023-24. The ‘Threatened Species Recovery Actions’ (TSRA) project will interface with this work by developing detailed actions for species identified as requiring targeted or tailored interventions.

* 1. Requirement

The main requirement is for production of written actions for selected species that need species-specific measures to bring about their recovery or conservation.

The TSRA project is focussing on species in the D5 ‘Red List Index for England’ ([NERR124](http://publications.naturalengland.org.uk/publication/6315201438941184)) that fall into the following categories: extinct (RE, EW, EX- where signifies RE), threatened (CR(PE), CR, EN, VU) and near-threatened (NT), with the addition of Section 41 species, giving a net total of approximately 2,100 taxa. This base list will be provided to you, from which species requiring tailored (species-specific) interventions are to be selected.

Actions are to be drafted by taxonomic group - see Specification Annex 1 for a breakdown of numbers. Please identify which taxon group/s and number of species you will be addressing in your tender.

As a guide, we estimate that the task should take on average about 30 minutes per species.

A draft completed assessment is required by 9th February 2024 ,with the final assessment submitted by 8 March 2024 via digital e-mail format to [maria.thompson@naturalengland.org.uk](mailto:maria.thompson@naturalengland.org.uk) and [tim.wilkins@naturalengland.org.uk](mailto:tim.wilkins@naturalengland.org.uk) . Your invoice should be submitted at the same time as final submission but to the email address provided on the Purchase Order.

Pending further funding, Actions will be reviewed and refined through a series of workshops held in Quarter 1 of 2024.

2.4 Detailed method

The work will be undertaken using a template spreadsheet (Excel) - a draft version is enclosed (TSRA Data Template.xlsx). Dropdown menus and definitions of column headings will be included in the final version.

Species fields

Each species is to be tested against two eligibility questions:

1. Does species need conservation or recovery in England? (e.g. if Least Concern in England or its England populations are stable or increasing, the species may not need recovery)
2. Does recovery/conservation depend on species-specific\* actions?

Provide brief justifications for your answers in the adjacent columns.

\*Species-specific actions are defined here as tailored or targeted interventions over and above broader nature recovery and habitat measures. They are not necessarily unique to the species. Examples of species-specific actions are: status reviews, research, trialling recovery solutions, bespoke management, ex situ work.

A third question relates to the need for change in habitat management more widely, i.e., whether the species would benefit from untargeted habitat management to increase area/occurrence of habitat mosaics, structural diversity, or particular successional stages. If Yes, brief details are requested - e.g. disturbed bare ground needed.

Only complete the remaining Species fields if the answer to Questions 1 and 2 is Yes.

* Action fields

Only complete Action fields if the answer to Questions 1 and 2 is Yes.

Each species can be assigned up to three priority ‘next step’ actions. The purpose of this approach is for a rapid assessment, drawing out the key recovery actions for each species, with a view to revising them in future when actions are completed or change.

* Provide details of up to three species-specific\* actions (any additional actions will not be accepted).
* Complete all green headed columns from Action text to Action scale.
* The last two columns are optional: High priority location/s for action, and Comments.
* Keep the text of actions brief but sufficiently detailed to be fully understood without misinterpretation. Some justification within actions is acceptable - e.g. Status review, involving resurvey of known sites, this species hasn't been confirmed present in England since 1982.
* Avoid combining two or more actions into one - e.g. where they concern different Recovery Curve steps.
* Monitoring can be an exception to this list - see Specification Annex 2.
* Actions calling for an alteration to national/regional policy or strategy, or for legislative reform are not in scope.
* A flow diagram of the method is attached (TSRA flow diagram.pdf).
  1. Sustainability

Defra group 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

* 1. Outputs and Contract Management

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| 1. | Contract begins | Natural England | October 2023 |
| 2. | Start-up meeting and two progress meetings - dates to be agreed, one hour each | NE & contractor | October 2023 to February 2024 |
| 3. | Completed draft assessment to be returned to Natural England ([maria.thompson@naturalengland.org.uk](mailto:maria.thompson@naturalengland.org.uk) & [tim.wilkins@naturalengland.org.uk](mailto:tim.wilkins@naturalengland.org.uk) ) via email in digital format | Contractor | 9 February 2024 |
| 4 | Internal review and comments | Natural England | 12-23 February 2024 (two weeks) |
| 5. | Final submission of pre-workshop actions (following any requested revisions) to be returned to Natural England ([maria.thompson@naturalengland.org.uk](mailto:maria.thompson@naturalengland.org.uk) & [tim.wilkins@naturalengland.org.uk](mailto:tim.wilkins@naturalengland.org.uk) ) via email in digital format | Contractor | 26 February - 8 March 2024 (two weeks) |
| 6. | Contract ends | Both | 8 March 2024 |

A one hour teleconference meeting to evaluate the TSRA project will be held in April 2024. Although this will be outside the contract period and therefore voluntary to attend, we would be grateful for your involvement.

Specification Annex 1. Breakdown on TSRA base list by taxonomic group

Summary table

|  |  |
| --- | --- |
| APPROXIMATE COUNTS |  |
| Bats | 12 |
| Birds | 149 |
| Fish (f/w & marine) | 49 |
| Fungi | 77 |
| Herptiles | 10 |
| Land mammals | 14 |
| Lepidoptera | 176 |
| Lichens | 280 |
| Marine animals | 19 |
| Non-vascular plant (incl. chromists) | 165 |
| Vascular plants | 366 |
| Other invertebrates | 798 |
| TOTAL | 2115 |

UKSI informal group breakdown

|  |  |
| --- | --- |
| APPROXIMATE COUNTS |  |
| alga | 5 |
| amphibian | 4 |
| annelid | 1 |
| bird | 149 |
| bony fish (Actinopterygii) | 34 |
| bryozoan | 2 |
| cartilagenous fish (Chondrichthyes) | 13 |
| centipede | 5 |
| chromist | 1 |
| clubmoss | 2 |
| coelenterate (=cnidarian) | 11 |
| conifer | 2 |
| crustacean | 8 |
| fern | 11 |
| flowering plant | 350 |
| fungus | 95 |
| insect - beetle (Coleoptera) | 388 |
| insect - butterfly | 34 |
| insect - caddis fly (Trichoptera) | 22 |
| insect - dragonfly (Odonata) | 13 |
| insect - earwig (Dermaptera) | 1 |
| insect - hymenopteran | 31 |
| insect - mayfly (Ephemeroptera) | 8 |
| insect - moth | 142 |
| insect - orthopteran | 6 |
| insect - stonefly (Plecoptera) | 3 |
| insect - true bug (Hemiptera) | 26 |
| insect - true fly (Diptera) | 100 |
| jawless fish (Agnatha) | 2 |
| lichen | 264 |
| liverwort | 40 |
| marine mammal | 17 |
| millipede | 6 |
| mollusc | 35 |
| moss | 110 |
| quillwort | 1 |
| reptile | 8 |
| ribbon worm (Nemertea) | 1 |
| spider (Araneae) | 129 |
| stonewort | 9 |
| terrestrial mammal | 26 |
| Grand Total | 2115 |

Full breakdown

|  |  |
| --- | --- |
| APPROXIMATE COUNTS |  |
| Alga | 6 |
| Amphibian | 4 |
| Ant | 7 |
| Bat | 12 |
| Bee | 17 |
| Beetle | 15 |
| Bird | 149 |
| Bryozoan | 2 |
| Bug | 8 |
| Butterfly | 34 |
| Caddisfly | 22 |
| Carnivorous mammal | 5 |
| Carrion beetle | 5 |
| Centipede | 5 |
| Cetacean | 16 |
| Clown or False-clown beetle | 16 |
| Clubmoss | 2 |
| Cnidarian | 11 |
| Conifer | 2 |
| Crustacean | 6 |
| Darkling beetle or ally | 26 |
| Dragonfly or damselfly | 13 |
| Earwig | 1 |
| Fern | 11 |
| Fish | 49 |
| flowering plant | 350 |
| Fly | 15 |
| Fungus | 77 |
| Grasshopper, cricket or ally | 6 |
| Ground beetle | 80 |
| Hoverfly | 17 |
| Insectivorous mammal | 2 |
| Leaf beetle or ally | 47 |
| Lichen | 280 |
| Lichenicolous fungus | 2 |
| Liverwort | 40 |
| Longhorn beetle | 10 |
| Long-legged fly | 29 |
| Mayfly | 8 |
| Millipede | 6 |
| Mollusc (marine) | 3 |
| Mollusc (non-marine) | 32 |
| Moss | 110 |
| Moth | 142 |
| Pill beetle or ally | 6 |
| Quillwort | 1 |
| Rabbit or hare | 2 |
| Reptile | 6 |
| Rodent | 5 |
| Rove beetle (macrostaph) | 49 |
| Rove beetle (tachyporine) | 4 |
| Scarab beetle or ally | 32 |
| Seal | 1 |
| Shield bug or ally | 10 |
| Soldier beetle or ally | 16 |
| Soldier fly or ally | 36 |
| Spear-winged or Flat-footed fly | 3 |
| Spider | 129 |
| Stonefly | 3 |
| Stonewort | 9 |
| Turtle | 2 |
| Wasp | 7 |
| Water beetle | 73 |
| Water bug | 8 |
| Wood boring beetle or ally | 9 |
| Woodlouse | 2 |
| Worm | 2 |
| Grand Total | 2115 |

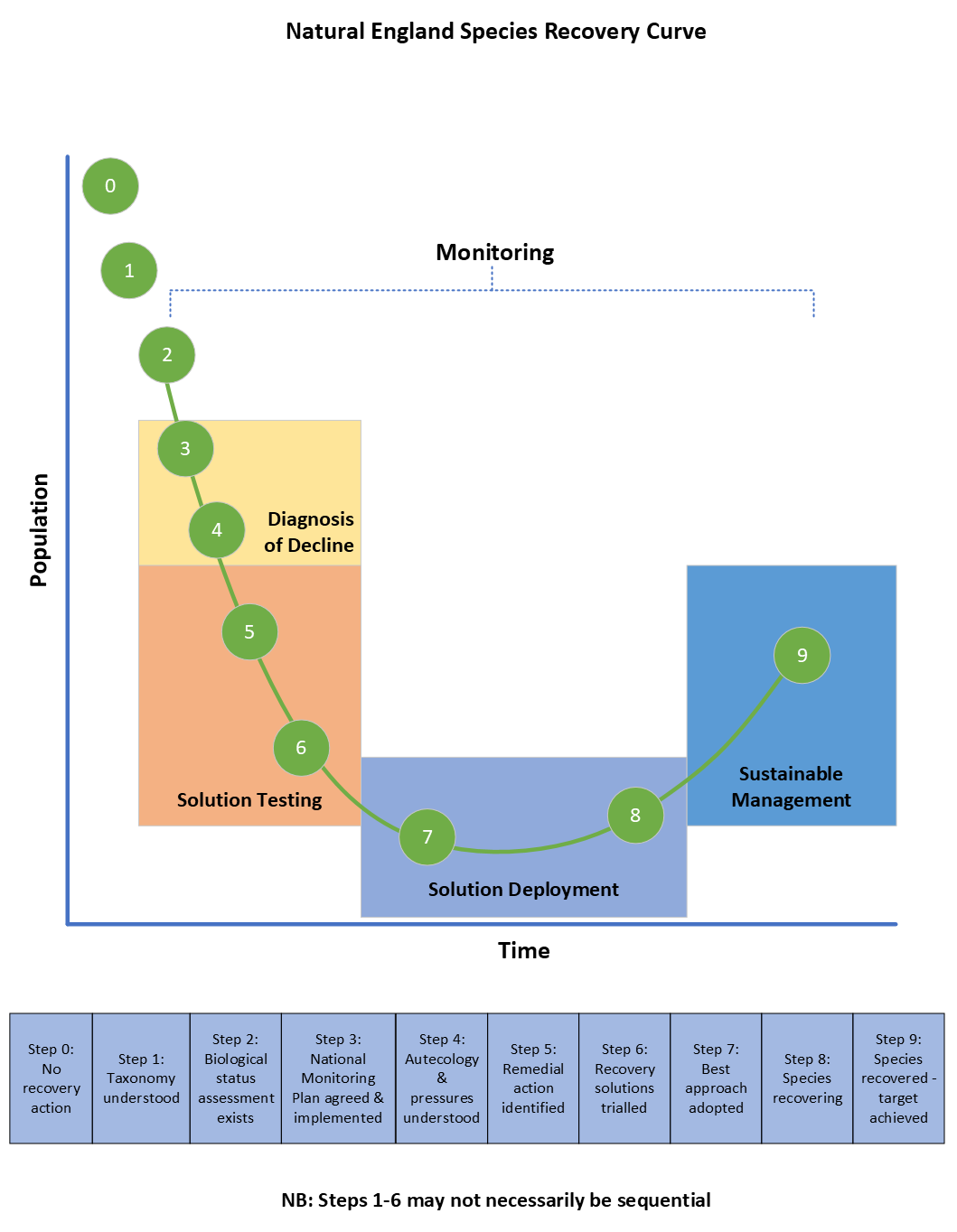
Specification Annex 2. Monitoring and NE Species Recovery Curve

Monitoring is an intrinsic part of species recovery work and not confined to one particular step on the Natural England Species Recovery Curve (Fig. below). For example, it’s not possible to trial recovery solutions without monitoring. For this reason, wherever possible, we suggest not setting ‘priority actions’ solely for monitoring.

Nevertheless, there can be exceptions where there are specific monitoring needs that cannot be met elsewhere, examples are:

* Resurveys to update species status assessments (SRC Step 2)
* Species with low recovery potential where the aim is maintain/protect populations
* Recovering species (SRC Step 8) in the absence of other monitoring mechanisms

National Recording Schemes/Surveys also contribute to varying degrees to the monitoring requirements of rare/threatened species. A column in the spreadsheet is provided to capture the sufficiency of national monitoring in relation to SRC Step 3 for every species listed. For this reason, actions relating to new or existing National Monitoring Schemes are not in scope for TSRA.



2.7 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**.** Suppliers should submit invoices upon completion of the work detailed in the specification.

It is anticipated that this contract will be awarded for a period of 5 months to end no later than 08/03/2024. 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.

2.8 Evaluation Methodology

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Methodology | 1 Question  40% of technical score available |
| Key personnel | 1 Question  40% of technical score available |
| Quality Assurance measures | 1 Question  20% of technical score available |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  100% of commercial score available |

Technical (**60**%)

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

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

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

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

|  |  |
| --- | --- |
| Methodology | Detailed Evaluation Criteria |
| Q1. Provide details of the technical methodology proposed to deliver the requirements of this project. Please describe:   * Which taxonomic group/s of species do you propose to assess (incl. number of species - see species table in Specification Annex 1.) * How do you intend to deliver the specification? Briefly describe how your approach will be repeatable for future updates   Responses should not exceed 450 words | 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. |

|  |  |
| --- | --- |
| Key personnel | Detailed Evaluation Criteria |
| Q2. Who will deliver the work and what experience or expertise do they have in this field? Please give examples of previous work with similar scope.  Responses should not exceed 450 words. | Tell us who will deliver your project:  1) Explain who will be undertaking the work, their role, and their availability over the course of the project; please detail if the individuals are within or subcontracted to your organisation.  2) Demonstrate what skills, expertise and experience they have in order to deliver the outputs and outcomes.  3) Please detail contingency resource in the event of unforeseen capacity issues. |

|  |  |
| --- | --- |
| Quality Assurance | Detailed Evaluation Criteria |
| Q3 How will the work be internally reviewed prior to submission to Natural England?  Responses should not exceed 250 words | Your response should:  1) Demonstrate internal quality assurance processes. |

Commercial (**40**%)

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

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

Calculation Method

The method for calculating the weighted scores is as follows:

Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x40% (Maximum available marks)

Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 60% (Maximum available marks)

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

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 convicted  If 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

