**Request for Quotation**

**Norfolk and Suffolk Wetland Investigation 2023-24**

**Group 5; West and North Norfolk**

**08 September 2023**

**Request for Quotation**

**Norfolk and Suffolk Wetland Investigation 2023-24**

**Group 5: West and North Norfolk**

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

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email: [**Nikolas.Bertholdt@naturalengland.org.uk**](mailto:Nikolas.Bertholdt@naturalengland.org.uk)

Date: **29/09/2023**

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**

Nikolas Bertholdt 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 | 08/09/2023 at 17:00 BST |
| Deadline for receipt of clarifications questions | 22/09/2023 at 17:00 BST |
| Deadline for receipt of Quotation | **29/09/2023** at 17:00 BST |
| Intended date of Contract Award | 13/10/2023 |
| Intended Contract Start Date | 14/10/2023 |
| Intended Delivery Date | 31/01/2025 |

**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 Condensed 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 Authoritywith 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: Specification of Requirements**

**Norfolk and Suffolk Wetland Investigation 2023-24**

**Background to Natural England**

The Authority is 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.

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.

Further information on Natural England can be found at: [Natural England](http://www.naturalengland.org.uk/)

**Norfolk and Suffolk Wetland Investigation 2023-24**

**Group 5: West and North Norfolk**

This work is being led by the Norfolk and Suffolk area team in Natural England.

Norfolk and Suffolk are among the most water stressed areas of the country and have a high proportion of the country’s water dependent priority habitats. For example, a quarter of the Alkaline Fens (Annex 1 Habitat 7320) in England (JNCC).

As an evidence-based organisation, we need to ensure that we have the best available information to inform our actions and advice. It is critical we update and improve our evidence base for these sites to inform our work and advice to get positive outcomes via plans, projects and the delivery of nature recovery policies and objectives.

This contract is part of a larger project to provide up to date ecohydrological function and pressure assessments for 31 priority water dependent protected sites across Norfolk and Suffolk. The work has been split into six geographically based groups for contractor and client efficiency.

The aims of the project are to:

Form an evidence-based baseline understanding of the ecohydrological function of Protected Sites with water dependent features to inform a consistent and strategic approach to water resource and quality management at ecohydrological scales.

Identify hydrological pressures acting on the sites which will be used to identify necessary actions to address these pressures.

This contract is for the West and North Norfolk group.

Details of the geographic split of groups and extent of previous complimentary survey work is given below (Table 1 and Table 2). Site information can be found at Designated Sites View: [Site Search (naturalengland.org.uk)](https://designatedsites.naturalengland.org.uk/)

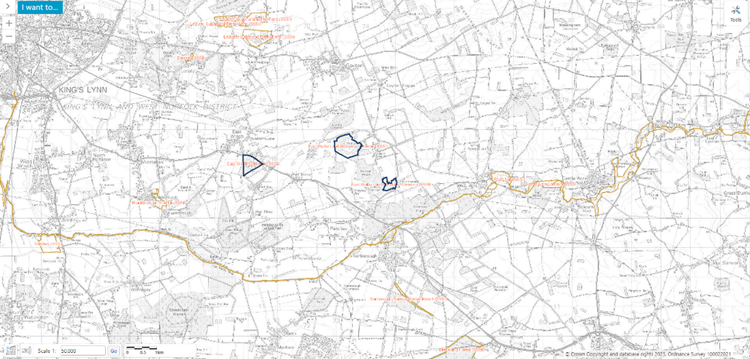




Figure 1. Group 5: West and North Norfolk (sites highlighted in dark blue)

Further mapping can be found at [Magic Map Application (defra.gov.uk)](https://magic.defra.gov.uk/MagicMap.aspx)

The successful contractor requires strong botanical and ecohydrological survey skills.

It is anticipated that desk based and preparatory work will be undertaken in the winter of 2023/2024, fieldwork will mainly happen in the spring and summer of 2024 and final reports produced by the end of 2024.

**Table 1.** Grouping of sites contracts

|  |
| --- |
| A11 corridor |
| Flordon Common (SSSI) |
| Old Buckenham Fen (SSSI) |
| Swangey Fen, Attleborough (SSSI) |
| East Harling Common (SSSI) |
| Kenninghall and Banham Fens with Quidenham Mere (SSSI) |
| Brecks North |
| Cranberry Rough Hockham (SSSI) |
| Great Cressingham Fen (SSSI) |
| Hooks Well Meadows, Great Cressingham (SSSI) |
| Thompson Water, Carr and Common (SSSI) |
| Boughton Fen (SSSI) |
| Foulden Common (SSSI) |
| Brecks South |
| East Wretham Heath (SSSI) |
| Middle Harling Fen (SSSI) |
| Cavenham-Icklingham Heaths (SSSI) |
| Lakenheath Poors Fen (SSSI) |
| Pashford Poor's Fen, Lakenheath (SSSI) |
| Norfolk River Valleys |
| Booton Common (SSSI) |
| Buxton Heath (SSSI) |
| Coston Fen, Runhall (SSSI) |
| Badley Moor (SSSI) |
| Mattishall Moor (SSSI) |
| Beetley and Hoe Meadows (SSSI) |
| West and North Norfolk |
| East Walton and Adcock's Common (SSSI) |
| East Winch Common (SSSI) |
| Holt Lowes (SSSI) |
| Southrepps Common (SSSI) |
| Waveney and Little Ouse Valley |
| Blo' Norton and Thelnetham Fens (SSSI) |
| Bugg's Hole Fen, Thelnetham (SSSI) |
| Hopton Fen (SSSI) |
| Redgrave and Lopham Fens (SSSI) |
| Weston Fen (SSSI) |

**Project Requirements**

The following are the tasks to be undertaken under this contract:

1. Field survey of wetland features
2. Eco-hydrological assessment of the site
3. Identification of the hydrological pressures on the sites
4. Assessment and follow up reports.

The specific methodologies can be defined by the contractor but must demonstrate they are fit to support the outputs and project aims and be compatible with decision making at site, catchment, waterbody and regional levels.

**Work required and outputs.**

1. Review of existing ecological and hydrological data and monitoring (NE, EA and other) and any previous ecohydrological assessments to inform the outputs.
   1. See Table 2 for outline of key extant records. A collation of reports currently available to Natural England will be provided, but contractor should access other available data.
2. Field survey of terrestrial wetland vegetation habitats within sites. The focus of the survey will be on the areas of highest conservation value (plant communities which represent Priority Habitat Types). This should include as a minimum:
   1. Expert walkover for NVC wetland communities and mapping of their boundaries and extent
   2. Representative quadrats of more uniform widespread wetland habitats plus detailed point/quadrats in key locations. All species seen within the stand identified and listed (including bryophytes).
   3. The locations and populations of all notable plant species will be recorded (vascular plants and bryophytes), and all negative indicators (e.g. plants indicative of nutrient enrichment).
   4. Photos of the stands taken from georeferenced positions.
3. Assessment of the relationship of vegetation types to NVC communities and sub-communities, and allocation to NVC communities where possible.
4. Assessment of the location, quality and extent of wetland Priority Habitat Types including Annex 1 vegetation habitats (H7230 Alkaline Fens; H7210 Calcareous fens with *Cladium mariscus*; H6410 Molinia Meadows; H7140 Transition mires and quaking bogs)
5. Comparison of present vegetation with past records where available. See Table 2 for some key extant records. The list is not exhaustive, and the contractor should also identify and use other appropriate data.
6. Assessment of evidence of change in community composition, extent or location and potential mechanism(s) where possible.
7. Notes will be made on hydrological features including spot measurements of pH and electrical conductivity of any mire areas with 'free' water; surface wetness of wetland vegetation; locations of water 'features' (seepages, flow paths, ditches, pools etc.).
8. Notes will be made on the nature and extent of peat deposits and shallow geology conditions. This will involve shallow augering of the substratum.
9. Ecohydrological assessment of sites including assessment of the context of the site - discussion of the relationship between vegetation types, hydrological and hydro-geological features and wider landscape, including other nearby wetland features.
   1. Production of an ecohydrological model of the site and how it sits within its wider context.
   2. This can be an update or confirmation of any previous assessments and Wetmecs where these are available for the sites. See Table 2 for outline of some key extant records and assessments.
10. Assessment of pressures on wetland features and priority wetland habitats including pathways and mechanisms of action (water supply; source, quantity and management and water quality) including reference to climate change and drought.
11. Hydrological monitoring recommendations
12. Physical and hydrological management/change suggestions to maintain, improve and extend priority habitats and their supporting hydrological function in line with meeting Favourable Conservation Status and Environment Act/Environment Improvement Plan objectives.
13. Report (as pdf) with maps showing extent of vegetation types and locations of hydrological features, quadrat samples and target notes.

Quadrat and stand data and target notes to be supplied electronically as GIS files (ESRI ArcGIS shape files) and Excel spreadsheet files. Maps to be supplied as shape files.

**Table 2** Key extant survey and assessments. Note this list is not exhaustive and contractor should also identify and use other available data

|  |  |  |  |
| --- | --- | --- | --- |
| A11 corridor | Review of Consents 2005 | Norfolk Valley Fen surveys up to 2015/2018 | M13 surveys up to 2015 |
| Flordon Common (SSSI) | Yes | Yes | Yes |
| Old Buckenham Fen (SSSI) |  |  |  |
| Swangey Fen, Attleborough (SSSI) | Yes | Yes | Yes |
| East Harling Common (SSSI) |  |  |  |
| Kenninghall and Banham Fens with Quidenham Mere (SSSI) |  |  |  |
| Brecks North |  |  |  |
| Cranberry Rough Hockham (SSSI) |  |  |  |
| Great Cressingham Fen (SSSI) | Yes |  |  |
| Hooks Well Meadows, Great Cressingham (SSSI) |  |  |  |
| Thompson Water, Carr and Common (SSSI) |  | Yes |  |
| Boughton Fen (SSSI) |  |  |  |
| Foulden Common (SSSI) |  | Yes | Yes |
| Brecks South |  |  |  |
| East Wretham Heath (SSSI) | Yes |  |  |
| Middle Harling Fen (SSSI) |  |  |  |
| Cavenham-Icklingham Heaths (SSSI) | Yes | Other surveys and ecohydrological assessments | |
| Lakenheath Poors Fen (SSSI) |  |  |  |
| Pashford Poor's Fen, Lakenheath (SSSI) |  |  |  |
| Norfolk River Valleys |  |  |  |
| Booton Common (SSSI) | Yes | Yes | Yes |
| Buxton Heath (SSSI) | Yes | Yes | Yes |
| Coston Fen, Runhall (SSSI) | Yes | Yes | Yes |
| Badley Moor (SSSI) | Yes | Yes | Yes |
| Mattishall Moor (SSSI) |  | Yes |  |
| Beetley and Hoe Meadows (SSSI) |  |  |  |
| West and North Norfolk |  |  |  |
| East Walton and Adcock's Common (SSSI) | Yes | Yes | Yes |
| East Winch Common (SSSI) | Hydro-geological survey undertaken in 2023 | | |
| Holt Lowes (SSSI) | Yes | Yes | Yes |
| Southrepps Common (SSSI) | Yes | Yes | Yes |
| Waveney and Little Ouse Valley |  |  |  |
| Blo' Norton and Thelnetham Fens (SSSI) | Yes | Yes | Yes |
| Bugg's Hole Fen, Thelnetham (SSSI) |  |  |  |
| Hopton Fen (SSSI) |  | Yes | Yes |
| Redgrave and Lopham Fens (SSSI) | Yes |  |  |
| Weston Fen (SSSI) | Yes | Yes | Yes |

**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 year environment 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

**Outputs and Contract Management**

This contract shall be managed on behalf of Natural England by:

Project officer: Nikolas Bertholdt

The project officer will serve as the principle point of contact from Natural England. They will be responsible for the day-to-day management of this contract and will coordinate Natural England’s attendance at regular meetings to review the work and ensure it meets the project’s aims and objectives. As outlined below, meetings will be incorporated into the programme of works to discuss progress and facilitate feedback provision. Meetings will be organised by the contractor.

The contractor will be expected to appoint a Project Manager who will act as the principle point of contact and will be responsible for the day-to-day management of the project. The contractor will be required to regularly update the Natural England Project Officer on project progress via meetings (MS Teams preferred) arranged by the contractor, and email/ phone updates, where necessary. Any unforeseen issues arising in the course of the contract must be raised with the Project Officer as early as possible to facilitate prompt resolution. The contractor is responsible for assessing the risks associated with the project as planned and for putting in place mitigation measures to respond to them.

**Summary of outputs**

1. Ecohydrological assessment and conceptual models and vegetation mapping of each site
2. Assessment of hydrological pressures acting on the sites
3. Hydrological management and monitoring recommendations.
4. Data files supporting outputs

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| Task 1 | Project start and inception meeting | Contractor and Natural England | Within 2 weeks post contract award |
| Task 2 | Access to NE held data provided | Natural Egland | Within 1 week following Task 1 |
| Task 3 | Detailed methodology finalised and pre-fieldwork meeting with NE | Contractor | February 2024 |
| Task 4 | Post fieldwork meeting with NE | Contractor | October 2024 |
| Task 5 | Draft reports and meeting with NE | Contractor | December 2024 |
| Task 6 | Final reports finalised and signed off | Contractor | 31st January 2025 |

**4. 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. Natural England should be invoiced once the final report, maps and data have been supplied to and signed off by Natural England at the end of the project.

It is anticipated that this contract will be awarded for a period of up to 18 months to end no later than 29/02/2025. 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.

**5. Evaluation Methodology**

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

Technical (quality) – 70%

Commercial (price) – 30%

**Evaluation Criteria**

Evaluation weightings are 70% technical and 30% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Criteria** | **Weighting (%)** | **Evaluation Topic & Weighting** | **Sub-criteria** | **Weighted Question** |
| Technical | **70** | **Service/ Product Proposal** | **Methodology** | 1 Question  **Q1 (50% of technical score available)** Provide details of the methodology and approaches proposed to deliver the requirements of this project. |
| **Key personnel and technical expertise** | 1 Question  **Q2 (25% of technical score available)** Provide details of the key personnel proposed to deliver the requirements of this project. |
| **Project and Risk Management** | 2 Questions  **Q3.1 (10% of technical score available)** Provide details of how you intend to manage the project to identify risks and ensure that project tasks are achieved within the timescales.  **Q3.2 (10% of technical score available)** Provide details of how you intend to quality assure work undertaken as part of this project. |
| **Environmental Sustainability** | 1 Question  **Q4 (5% of technical score available)** Provide evidence that you pursue sustainability in your operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to its objectives |
| Commercial | **30** | **Whole life cost of the proposed Contract** | **Commercial Model** | 1 Question  **Q5 (100% of commercial score available)** Provide a detailed breakdown of the costs to provide the deliverables stated in the Specification of Requirements. |

**Scoring Responses**

**Technical (70%)**

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 methodology and approaches proposed to deliver the requirements of this project. | 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. Including a proposed outline schedule or timetable of works and details of the proposed approach to data collation and creation of maps.  3) Have sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| Key Personnel and Technical Expertise | Detailed Evaluation Criteria |
| Q2 Provide details of the key personnel proposed to deliver the requirements of this project. | Your response should:  1) Provide relevant qualifications, technical merit and experience of the project team personnel that would be engaged on the contract. Please include abridged CVs of the proposed team members.  2) Provide examples of similar projects that the team have worked on to demonstrate experience of obtaining and using relevant/similar data.  3) Demonstrate experience of:   * Wetland flora identification and survey practice and design. * Hydrogeological data collection, use and interpretation. * Provide examples of analysis, presentation and reporting of ecohydrological data. |

|  |  |
| --- | --- |
| Project and risk Management | Detailed Evaluation Criteria |
| Q3.1 Provide details of how you intend to manage the project to identify risks and ensure that project tasks are achieved within the timescales. | Your response should:  1) Provide an assessment of the potential risks to project delivery and mitigation (including contingency in the event of delays)  2) Detail how you intend to manage the contract, including any consortium or sub-contracting arrangements, to ensure that project tasks and timescales are achieved. |
| Q3.2 Provide details of how you intend to quality assure work undertaken as part of this project. | Your response should:  1) Demonstrate quality assurance measures that will be implemented to ensure deliverables are provided to a high standard, efficiently and on time. |

|  |  |
| --- | --- |
| Environmental Sustainability | Detailed Evaluation Criteria |
| Q4 Provide evidence that you pursue sustainability in your operations, thereby ensuring Natural England is not contracting with a supplier whose | Your response should:  1) Describe your approach to sustainability and how this will be managed and adopted throughout the project. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes, which they have been awarded or are working towards. |

**Commercial (30%)**

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) x **30%** (Maximum available marks)
* Technical Score = (Bidder’s Total Technical Score / Highest Technical Score) x **70%** (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:

1. completed Commercial Response template
2. separate response submission for each technical question (in accordance with the response instructions)
3. completed Mandatory Requirements (Annex 1)
4. 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, incorporating their Response, for signature. The Authority will then counter sign.

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_