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Request for Quotation

## Lamprey Survey to support Common Standards Monitoring Assessment of the River Coquet and Coquet Valley Woodlands SSSI

**11/07/2024**

## Request for Quotation

## Lamprey Survey to support Common Standards Monitoring Assessment of the River Coquet and Coquet Valley Woodlands SSSI

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: **karen.purvis@naturalengland.org.uk**

Date: **31/07/2024**

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 Timeline**

Karen Purvis will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by 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  | 11/07/2024 |
| Deadline for clarification requests | 24/07/2024 |
| Deadline for receipt of Quotation  | 31/07/24 by 17:00 |
| Intended date of Contract Award  | 09/08/2024 |
| Intended Contract Start Date  | 09/08/2024 |
| Intended Delivery Date / Contract Duration   | 09/08/2024 to 31/12/2024 |

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):

|  |  |
| --- | --- |
|  |  |
| “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 to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

Your quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation 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 Low Value Terms & Conditions (used for purchases under £10k) can be located on the [Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement) 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' 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**

**Background to Natural England**

Natural England is the government’s adviser for the natural environment in England. Our purpose is to help conserve, enhance and manage the natural environment for the benefit of present and future generations.

Natural England assesses the condition of SSSIs for its notified features as part of its Common Standards Monitoring programme. To do this effectively, sufficient baseline information for each feature must be documented and available.

## *Lamprey Survey to support Common Standards Monitoring Assessment of the River Coquet and Coquet Valley Woodlands SSSI*

**Background to the specific work area relevant to this purchase**

The River Coquet and Coquet Valley Woodlands Site of Special Scientific Interest, (referred to in this specification as the Coquet SSSI), are rivers of high conservation and ecological value. The last full Common Standards Monitoring (CSM) compliant condition assessment was carried out in 2010; although some updates to condition and threats have been recorded since 2010. Data collation and physical surveys to inform an updated condition assessment were started in 2023; this specification for a lamprey survey and assessment in summer 2024 will contribute towards the overall outcome the condition assessment.

**Requirement**

1. **The Site**

The River Coquet runs about 90km (57 miles) across Northumberland, from its tributaries south of Cheviot summit to reach the sea below Warkworth. As a relatively unmodified fast-flowing upland river supporting characteristic fauna and flora the Coquet is of key significance in the national resource for nature conservation. The river vegetation shows a natural succession from mineral poor upland streams, through to vegetation which reflects the characteristics of gravel, sandstone, limestone and alluvial sediments of the middle and lower reaches.

The river is one of the most important game fisheries in the north of England, with large runs of sea trout and salmon. The fish are dependent on the rich insect life, of which the many species of mayfly are particularly significant. Also important is the occurrence of lampreys; brook lampreys Lampetra planeri have been recorded in the fresh waters as high as Alwinton, with sea lampreys Petromyzon marinus coming into the lower river, below Morwick, to breed.

The Coquet SSSI is divided into 7 SSSI units; sea lamprey (P. marinus) are a feature for Units 4 and 5, while brook lamprey (*L. planeri*) are a feature in all Units.

|  |  |  |  |
| --- | --- | --- | --- |
| **River reach** | **Unit**  | **Sea lamprey *(Petromyzon marinus)*** | **Brook lamprey *(Lampetra planeri)*** |
| Coquet Head to Usway Burn (inc Rowhope Burn) | 1 |  | X |
| Usway Burn to River Alwin | 2 |  | X |
| River Alwin to Wreigh Burn | 3 |  | X |
| Wreigh Burn to Swarland Burn | 4 | X | X |
| Swarland Burn to Coquet Mouth  | 5 | X | X |
| River Alwin  | 6 |  | X |
| Wreigh Burn / Spartley Burn  | 7 |  | X |

A copy of the full SSSI citation, including a longer description, can be found [here](https://designatedsites.naturalengland.org.uk/PDFsForWeb/Citation/2000052.pdf).

Figure 1: Map of the Coquet SSSI



1. **Aims**

The aim of this assessment is to carry out survey work and present the results to allow Natural England to undertake a Common Standards Monitoring (CSM) assessment of the condition of the lamprey species features on this SSSI and will also help to advise on future management.

1. **Tasks**

SSSI assessment guidance is based on, and refers to, these principal documents:

* [Common Standards Monitoring Guidance for Freshwater Fauna (jncc.gov.uk)](https://data.jncc.gov.uk/data/9b80b827-b44b-4965-be8e-ff3b6cb39c8e/CSM-FreshwaterFauna-2015.pdf)

and

* [River Coquet and Coquet Valley Woodlands Favourable Condition Table (Brook lamprey / Sea lamprey)](https://designatedsites.naturalengland.org.uk/PDFsForWeb/FCT/fct_2000052_c.pdf)

The specification for this survey work is as follows:

* ***Carry out Common Standards Monitoring compliant assessment of the Coquet SSSI brook and sea lamprey populations through surveys of ammocoete populations and recording observations and habitat conditions to provide an indication of the success of the spawning population in 2024 and assess the following attributes, a to d, as listed in the favourable condition table of the River Coquet and Coquet Valley woodlands SSSI.***
1. *Age structure (Lampetra sp.only)*

*For samples of 50 or less, at least two distinct size classes should normally be present. If more than 50 ammocoetes area collected, at least three size classes should be present. Suitable habitat includes silt and sand beds in the river either at the margins or in the main channel.*

The full range of age classes of ammocoete larvae, from 0+ up to metamorphosis should be present. However, sampling error may make these difficult to discern unless large samples are taken. If more than 100 lampreys are collected, at least three size classes should be present.

1. *Distribution within catchment*

*Lampreys should be present at not less than 2/3 of the sites surveyed. As a minimum, there should be no reduction in the distribution of ammocoetes within the catchment. Where barriers to mitigation or pollution issues are thought to be a problem, the population should be classed as being unfavourable. Suitable habitat includes silt and sand beds in the river either at the margins or in the main channel.*

1. *Ammocoete density*

*Lampetra spp: Optimal habitat >10m-2, overall catchment mean >5m-2.*

*Petromyzon: Ammocoetes should be present in at least four sampling sites, each not less than 5km apart.*

*Lampetra* ammocoetes cannot be distinguished in the field, so it will not normally be possible to set separate targets for *L fluviatillis* and *L. planeri*. Petromyzon ammocoetes can be distinguished in the field but typically occur at very much lower densities than Lampetra.

1. *Spawning activity (Petromyzon only)*

*No reduction in extent of spawning activity year on year (direct observations of redd counts).*

Additional requirements / considerations:

* Record appropriate habitat measures whilst on site to give an indication of condition / suitability of site for species.
* Electro-fishing methodology should follow the LIFE project methodology using quadrats, where possible.
* Historic EA survey data can be utilised to inform the final report.
* Proposed suitable sites (TBC) to inform costings are as follows:

|  |  |  |
| --- | --- | --- |
| ***Unit*** | ***River Reach*** | ***Site - approx. location (TBC)*** |
| 1 | Coquet Head to Usway Burn (inc Rowhope Burn) | *Carshope* |
| 2 | Usway Burn to River Alwin | *Linbriggs* |
| 3 | River Alwin to Wreigh Burn | *Hepple Bridge* |
| 4 | Wreigh Burn to Swarland Burn | *Elyhaugh* |
| 5 | Swarland Burn to Coquet Mouth | *Warkworth*  |
| 5 | Swarland Burn to Coquet Mouth | *Felton* |
| 6 | River Alwin  | *Kidland House* |
| 7 | Wreigh Burn / Spartley Burn  | *Netherton* |

1. **Delivery & Reporting Requirements**

It is envisaged that all elements of the contract will be delivered **by 31st December 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 advance of any work commencing and may be subject to further competition.

The Deliverer should supply the following:

* **A technical report** of the survey and assessment work, including data, descriptive interpretation of the data, photographs where useful and a summary of condition judgements. In addition, the report should include a climate risk assessment and comments on any pressures on the features. A draft report in MS Word should be supplied to NE for QA and feedback at least two weeks before the deadline to enable comments to be made, before a final report is produced. Tenderers should be aware that NE and DEFRA may subsequently publish reports.
* **Maps** should be supplied clearly annotated with survey sites. A copy of maps should be provided in jpg or pdf format and as GIS layers, in or compatible with ESRI ArcGIS format. Information and guidance on requesting baseline digital geographical data from Natural England can be found on our website at  [Geographical Information for contractors and partners.](http://www.naturalengland.org.uk/publications/data/giforcontractorspartners.aspx)

**If you are unable to provide GIS layers, please advise in your tender.**

1. **Field work**

The contractor will need to arrange access to visit the SSSIs using access instructions that the landowners have provided Natural England. The contractor will need to ensure that a site-specific health & safety risk assessment is carried out and biosecurity procedures are followed, including the undertaking of a risk assessment. Field work should cover all areas of the sites which are accessible on foot without risk. The contractor is responsible for personal risk management.

The methods adopted for fieldwork should be detailed in the tender. Methods need to be repeatable and documented in the report, including details of areas surveyed (survey routes) and areas not surveyed. A combination of digital images, maps and GPS grid references are needed to allow the accurate relocation of species colonies and survey plots. Annotated images that delineate notable species colonies can be a useful monitoring tool.

1. **Access to land**

Natural England will initially obtain landowner/manager permission in advance of the surveys and provide approximate timings of site visits. Land manager contact details will be provided at the start of the contract by Natural England. The contractor will then liaise directly with landowners and occupiers to arrange specific dates and times for access. Permissions must be obtained at least 48 hours prior to monitoring. Any refusals or other issues should be notified to the Natural England project officer within 3 working days.

**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.

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**

|  |  |  |
| --- | --- | --- |
| Deliverable | Responsible Party | Date of completion |
| Contract awarded | NE | 09/08/2024 |
| Start-up meeting between project officer and supplier | NE / Supplier | 16/08/2024 |
| Access to sites secured | NE  | 16/08/2024 |
| Fieldwork | Supplier | 19/08/2024 to 31/10/2024 |
| Draft report  | Supplier | 30/11/2024 |
| QA and comments provided  | NE | 06/12/2024 |
| Final report submitted  | Supplier | 31/12/2024 |

**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 to APinvoices-NEG-U@gov.sscl.com.

It is anticipated that this contract will be awarded for a period of 5 months until 30/11/2024.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) as set out in the following award criteria:

Technical – **60**%

Commercial – **40**%

Evaluation 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 QuestionQ1. (40% of technical score available) |
| Key personnel | 1 QuestionQ2. (40% of technical score available) |
| Quality Assurance measures | 1 QuestionQ3. (10% of technical score available) |
| Health & Safety  | 1 Question Q4. (10% of technical score available) |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 1 Question Q5 (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 how you will carry out the survey and analysis to satisfy the requirements of Common Standards Monitoring. | 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. Detail who will be directly involved in the delivery of the contract | Your response should:1. Demonstrate technical experience of key personnel.
2. Demonstrate survey experience of key personnel.
3. Include details of capability for field survey work with a clear rationale for the estimated number of days required.
 |

|  |  |
| --- | --- |
| Quality Assurance Measures | Detailed Evaluation Criteria |
| Q3. Detail the Quality Assurance measures. | Your response should: 1) Set out how quality assurance will be applied in regard to:- Fieldwork, including risks to delivery and mitigation (including contingency in the event of delays) - Reporting  |

|  |  |
| --- | --- |
| Health and Safety | Detailed Evaluation Criteria |
| Q4. Outline the Health and Safety measures and procedures  | Your response should:1. Detail the health and safety risk assessment and measures put in place.
 |

|  |  |
| --- | --- |
| Commercial  | Detailed Evaluation Criteria |
| Q5. Complete the commercial response template  | Your response should:1. Outline the cost per task
 |

**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 or key personnel 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 40% (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_