

Request for Quotation

The Lost Wetlands Landscape Character Assessment

**4 May 2023**

Request for Quotation

The Lost Wetlands Landscape Character Assessment

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: Rachel.bowden@naturalengland.org.uk

Date: 19 May 2023

Time: 17:00 hours

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

Rachel Bowden and James Cooper 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 via contract finder | 5 May 2023 |
| Deadline for clarifications questions | 12 May 2023 |
| Deadline for receipt of Quotation | 19 May 2023 at 17:00 hours |
| Intended date of Contract Award | 31 May 2023 |
| Intended Contract Start Date | 5 June 2023 |
| Intended Delivery Date / Contract Duration | 1 September 2023 |

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 standard supplier 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

Specification of Requirements

Background to Natural England

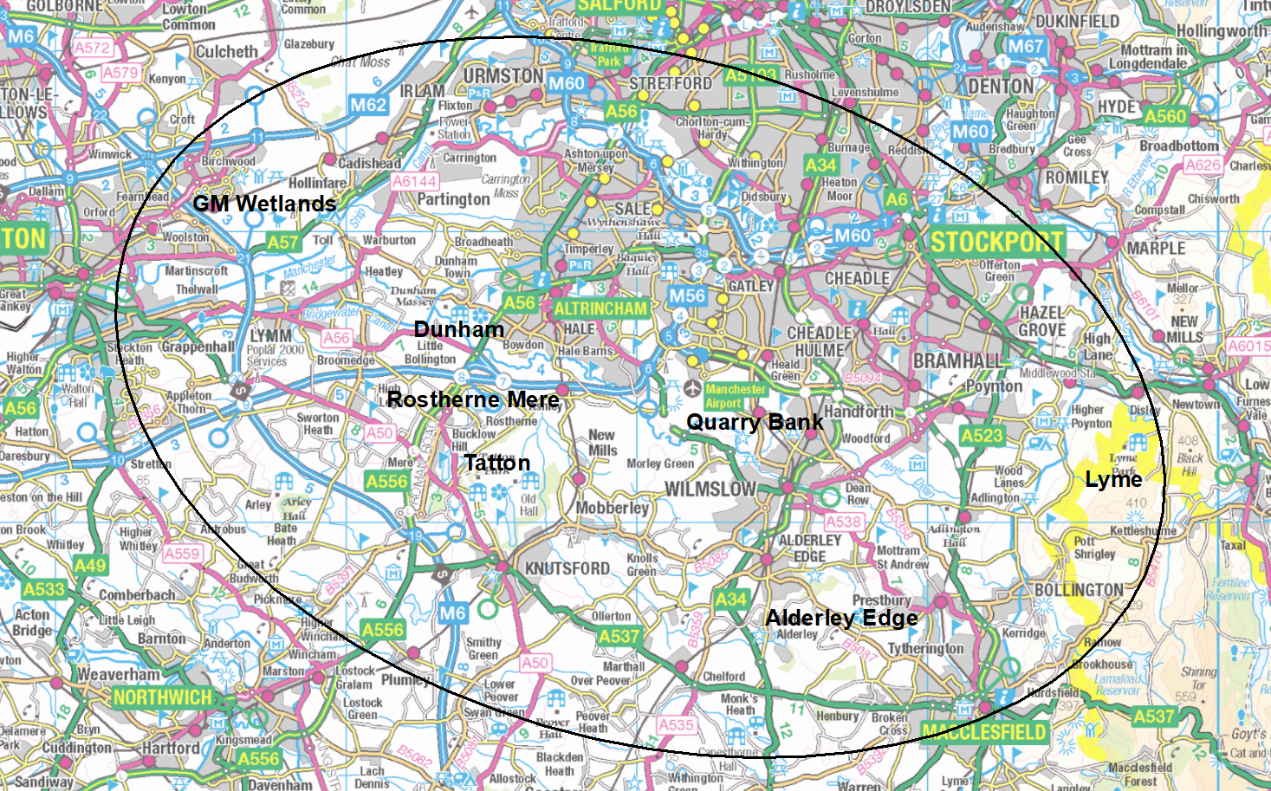
Natural England is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

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.

Background to the Specific Work Area Relevant to this Purchase

Natural England wishes to commission a Landscape Character Assessment for ‘The Lost Wetlands’ to provide an understanding of the variety of landscapes within the specified project area and to record what is special and distinctive. The commission would provide the evidence to create a framework for future project work / wider work in the area in relation to landscape character.

The Lost Wetlands area encompasses a heavily modified urban landscape to the north, with fragmented moss lands and waterbodies, through to the drained peatlands of the south which was once a mosaic of wetland habitats. South Manchester and North Cheshire were once dominated by wetlands and rivers now lost to industrialisation and agricultural intensification, leading to modified rivers systems and drained wetlands. The Study Area Boundary is shown in the image below.



Landscape Character Assessment is the tool used to identify the special character that gives a landscape its sense of place and through this understanding, inform planning and management of future change. It recognises that all landscapes matter, not only designated areas, whether rural or urban. It is supported by Government and published by Natural England.

The following 5 Principles should be adhered to during the production of the Landscape Character Assessment:

1. Landscape is everywhere and all landscape and seascape have character;
2. Landscape occurs at all scales and the process of Landscape Character Assessment can be undertaken at any scale;
3. The process of Landscape Character Assessment should involve an understanding of how the landscape is perceived and experienced by people;
4. A Landscape Character Assessment can provide a landscape evidence base to inform a range of decisions and applications; and
5. A Landscape Character Assessment can provide an integrating spatial framework – a multitude of variables come together to give us our distinctive landscapes.

It is Natural England’s intention through this contract to employ a suitably qualified and experienced consultant to undertake specified steps regarding Natural England’s guidance document (An Approach to Landscape Character Assessment 2014[[1]](#footnote-1)).

Requirement

The aim of the Landscape Character Assessment for the Lost Wetlands project is to provide Natural England with a detailed understanding of the landscape within the study area to identify its key landscape sensitivities. Landscape Character Assessment is not about preserving landscapes as they currently are – it is about identifying the evidence to allow change but ensuring that the change captures the character of the place/s and provides guidance on where interventions could harm any real landscape sensitivities ie. by undermining the existing character of the Landscape where this is integral to its sense of place.

The Landscape Character Assessment should follow the methodology as set out in Natural England’s guidance document (An Approach to Landscape Character Assessment 2014) – Figure 2 within the guidance document shows the process in graphical format.

The methodology sets out the process of characterisation, starting with describing different types of landscape. Landscape Character Types (LCTs) are generic and may be found in more than one location within the study area. An understanding of the types of landscape which occur can help to plan for their future management. Given the nature and scale of the study area, this level of classification may be relatively simple or may be considered too detailed. The decision of whether to use this part of the classification of the landscape should be determined through the desk-based and field work.

Landscape Character Types (if they are deemed appropriate) are then divided into Landscape Character Areas (LCA’s). Alternatively, the study area could be divided into LCAs, and LCTs avoided altogether. LCAs are unique areas of landscape, which are locally distinctive and would be recognisable to both resident and visitor alike. This process identifies the individual characteristics of each LCA allowing the key features to be identified, and then decisions can be taken about their conservation and enhancement as appropriate through the project initiatives. The study can then be used to look at how an understanding of the different character areas can help shape and direct initiatives of the project.

It is our intention through this contract to employ a suitably qualified and experienced Landscape Consultant to assist in:

* A familiarisation stage including a site visit and gathering background data from the client team;
* A desk study stage where digital data and background documents are reviewed and Landscape Character Types and Landscape Character Areas are defined in draft, as appropriate;
* Confirming the draft boundary for the Landscape Character Assessment based on evidence ascertained during the desk study stage.
* A field study where the draft Landscape Character Types / Landscape Character Areas (as appropriate) are verified in the field; and
* A write-up phase where the written classifications and descriptions for Landscape Character Types and Landscape Character Areas (as appropriate) are set out.

Step 1 Detailed Method Statement

Prepare a detailed method statement, setting out;

In broad terms how the assessment will be carried out to fulfil each of the steps set out in this specification and regarding Natural England’s Guidance document with reference to the project timetable in table 1 above. Consideration should be given to time efficiencies that may be possible within the project, including progressing steps in parallel;

Technologies and approaches that will be applied throughout the project; and

Existing and potential new evidence sources.

The Method Statement is to be produced and agreed in liaison with Natural England.

Step 2 Desk Study

Collate and review the existing evidence base (in liaison with Natural England). This will provide the context and evidence to inform the development of the Landscape Character Assessment, to enable the identification of draft Landscape Character Areas / Landscape Character Types and the foundation of draft text descriptions. An initial list of the types of evidence that are likely to be relevant is at Appendix D. The consultant may also wish to explore other relevant evidence sources.

The desk study will include:

Gathering information by identifying and reviewing evidence from the extant evidence sources covering the Study Area Boundary, including Landscape Character Assessments, Local Planning Policy documents, any local designations (landscape, biodiversity, historic environment, and any others) and any other variables (natural and socio-cultural) which combine to form the landscape character of the area, including any references in publicly accessible literature, music and/or the visual arts which include the area;

An assessment of the existing National Character Assessments (NCA’s) covering the Study Area, in relation to their suitability for forming the basis of the subsequent evaluation. Examine the relevant parts of the Statements of Environmental Opportunity, as well as the Landscape Opportunities for the profile(s) which relate to this area, as the context for the draft Landscape Character Areas / Landscape Character Types.

Producing a range of relevant background maps of the area showing the range of features which contribute to landscape character. A full list of factors likely to be considered at this stage is included as Table 1 on page 29 of Natural England’s guidance document (An Approach to Landscape Character Assessment 2014);

Reviewing these sources to build up the evidence base for the assessment of the landscape, using them to plan the field study;

Development of draft Landscape Character Areas / Landscape Character Types, by identifying areas with common character. Draft LCT’s could be identified at this stage, and tested in the field study to determine their value and whether or not they are necessary in the final assessment;

A presentation to Natural England of initial findings, including the findings from the review of the extant evidence base, identifying any gaps and making recommendations for further evidence requirements.

Reviewing and refining the draft boundary for the Landscape Character Assessment in liaison with Natural England once all the other desk-based work has been completed.

Step 3 Field Study

Using Natural England’s guidance document (An Approach to Landscape Character Assessment 2014), develop a methodology for planning, undertaking and recording a detailed assessment of the draft character types / areas of the agreed evaluation area.

Using the methodology developed and the information collected in the desk study, undertake a detailed field study. The purpose of the field survey is to collect information systematically and consistently to;

Describe each identified draft character type/area;

Identify and capture the cultural, visual, aesthetic and perceptual qualities of each landscape character area (and/or landscape character type). Note, these may not be evident from the Desk study alone and could require additional investigation as part of the field study);

Assist in the final classification of the study area into character types and areas, refining the boundaries of each where both classifications are being used (and providing the evidence as to whether landscape character types are a useful and necessary part of the study); and

Assist in the refinement of the draft boundary for the Landscape Character Assessment if necessary.

Information should be recorded on a Field Survey Sheet designed specifically for the purpose this Landscape Character Assessment and should reflect the guidance detailed in 2.3 STEP 3 – Field Study of Natural England’s guidance document (An Approach to Landscape Character Assessment 2014) and related considerations include written descriptions, checklists, annotated sketches, photographs and annotated maps.

This will seek to review, validate and expand on the results of the initial desk research. It will also identify additional relevant features and flesh out details, such as the presence of non-designated local features of interest eg. visible archaeological features, distinctive wildlife or relevant cultural associations within the area and consider how it has been shaped. The field study should look specifically at its natural influences, cultural evolution and nature conservation value as well as evaluating factors which can only be accurately assessed in the field (such as landscape condition, degree of impact of incongruous features and fragmentation).

Other factors to be considered during the field study are that the survey should:

Observe how natural and cultural factors, described and mapped in the Desk Study stage, appear and are experienced on the ground;

Observe how the various factors interact;

Confirm or modify the Desk Study findings;

Highlight factors that are more or less important than initially identified and considered in the Desk Study – perhaps resulting in draft boundary for the Landscape Character Assessment adjustment and revised classification; and

Define and justify boundaries in the field – always consider boundaries ‘on the ground’ and whether they create character units that make sense.

Step 4 Classification and Description of Landscape Character Types and Areas

The output at the conclusion of Step 4 will be the submission to Natural England of a report which sets out a Landscape Character Assessment for the Lost Wetlands study area which contains the final classification and description of Landscape Character Types and Landscape Character Areas (if using), and explains / includes:

* A final boundary for the Landscape Character Assessment;
* Name, description and details of each of the identified Landscape Character Types and Landscape Character Areas (if being used);
* Mapping of the Landscape Character Types and Landscape Character Areas (if being used) to show their locations and the extent of each area (including its boundary); and
* Links to the evidence used.

It is important to classify and describe the landscape and to make the distinction between Landscape Character Types, if being used (which are generic in nature) and Landscape Character Areas (which are unique individual geographical areas in which landscapes occur). The Landscape Character Area descriptions should be written in an accessible narrative style to assist in building understanding and connection to the landscape, whereas the Landscape Character Type descriptions (if being used) can be more technical in nature and aimed at providing detailed information to guide landscape interventions, including project / conservation work or other project aims. The text will include how the landscape character contributes to the sense of place and patterns of local distinctiveness, and this will form part of the description of each of the character areas.

Given the extent of the study area, a scale of 1:10,000 should be used for analysis and mapping. The list of maps required for the report is to be agreed in advance with the Natural England contract manager and all maps are to be produced in GIS.

The report will need to be presented to Natural England in draft for further comment and possible amendment.

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 after certain project milestones.

It is anticipated that this contract will be awarded for a period of 4 months to end no later than 1 September 2023. 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 – 70%

Commercial – 30%

Evaluation criteria

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

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| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Knowledge and experience in landscape character assessment/ evaluation | 2 Questions  Q 1.1 (20%)  Q 1.2 (15%) |
| Assessment of lowland wetland landscapes | 1 Question  Q 2.1 (15%) |
| Use of innovative technology in technical assessments and stakeholder engagement | 2 Questions  Q 3.1 (5%)  Q 3.2 (5%) |
| Social Value - Fighting Climate Change | 1 Question  Q4.1 (10%) |
| Commercial | 30% | Pricing Schedule | Please complete a pricing schedule | Please complete the Pricing Schedule within the attachments outlining the day rates for each proposed consultant for the whole project. |

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:

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| 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.

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| Knowledge & experience | Detailed Evaluation Criteria |
| Q1.1 Please provide us with three recent examples which are relevant to Landscape Character Assessment, where you have undertaken the technical assessment and evaluation of landscape | Please use Arial Font size 11. Keep to 1500 words in total. 500 words per example.  The panel will be evaluating against type of assessment/ evaluation e.g. LCA, Landscape Sensitivity Assessment, LVIA, Natural Beauty Assessment etc. They will also assess the following factors, but not limited to: how current the examples are, the approach taken and the outputs etc. |
| Q1.2 Please describe what method / approach of assessment you would expect to work well in undertaking the landscape character assessment. | Please use Arial Font size 11. 1000 words per example.  The panel will be assessing the method / approach to be used to assist the assessment and evaluation of the landscape character. |

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| Assessment of lowland wetland landscapes | Detailed Evaluation Criteria |
| Q2.1 Please provide us with details of your experience in working within, or assessing, lowland wetland landscapes. | Please use Arial Font size 11. Keep to 1000 words.  The panel will be evaluating against type of work / assessment e.g. LCA, Landscape Sensitivity Assessment, LVIA, Natural Beauty Assessment etc. They will also assess the approach taken and the outputs. |

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| Use of innovative technology in technical assessments and stakeholder engagement | Detailed Evaluation Criteria |
| Q3.1 Please provide us with your three most recent and relevant examples of your use of innovative technology for evidence gathering that has informed landscape assessment and evaluation. | Please use Arial Font size 11, Keep to 500 words.  The panel will be looking for a range of recent examples that show the use of innovative technological approaches for gathering evidence to inform landscape assessment and evaluation. For example but not limited to; the use of remote sensing technology for landscape evidence gathering or digital apps. |
| Q3.2 Please describe what innovative technology might you use for this project, and what benefits it may have for evidence gathering. | Please use Arial Font size 11, Keep to 500 words.  The panel will be looking for a range of proposals to test, trial and use innovative technological approaches that will be specific to the delivery of the project along with a summary of the potential benefits for example, but not limited to; improved evidence gathering, timescales and costs |

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| Social Value - Fighting Climate Change | Detailed Evaluation Criteria |
| 4.1 Using a maximum of 500 words, describe the commitment your organisation will make to Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement.  Please provide;  ● your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and  ● a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:  ○ timed action plan  ○ use of metrics  ○ tools/processes used to gather data  ○ reporting  ○ feedback and improvement  ○ transparency | Please use Arial Font size 11, Keep to 500 words.  Activities that demonstrate and describe the tenderer’s existing or planned:  ● Understanding of how to influence staff, suppliers, customers, communities and/or any other appropriate stakeholders through the delivery of the contract to support environmental protection and improvement.  ● Activities to reconnect people with the environment and increase awareness of ways to protect and enhance it. Illustrative examples:  ○ Engagement to raise awareness of the benefits of the environmental opportunities identified.  ○ Co-design/creation. Working collaboratively to devise and deliver solutions to support environmental objectives.  ○ Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract.  ○ Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives.  ○ Volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact. |

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 x [30%] (Maximum available marks)

Supplier’s Quotation Price

* Technical

Score = (Bidder’s Total Technical Score x [70%] (Maximum available marks)

Highest Technical Score

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, 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. [landscape-character-assessment.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691184/landscape-character-assessment.pdf) [↑](#footnote-ref-1)