# Request for Quotation

Underground Ordinance watching briefs for England Ecosystem Survey 2025

23/12/2024

Request for Quotation

Underground Ordinance watching briefs for England Ecosystem Survey 2025.

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: [heather.thomas@naturalengland.org.uk](mailto:heather.thomas@naturalengland.org.uk)

Date: 13/01/2024

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 Timetable

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

| Action | Date |
| --- | --- |
| Date of issue of RFQ | 24/12/2024 |
| Deadline for clarifications questions | 06/01/2025 17:00 |
| Deadline for receipt of Quotation | 13/01/2025 17:00 |
| Intended date of Contract Award | 17/01/2024 |
| Intended Contract Start Date | 20/12/2024 |
| Intended Delivery Date / Contract Duration | 2.5 months |

**Section 1: General Information**

**Glossary**

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

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

**Conditions applying to the RFQ**

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

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

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

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

**Acceptance of Quotations**

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

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

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

**Amendments**

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

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

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

**Conditions of Contract**

The Authority’s Standard Good and Services Terms & Conditions can be located on the

[Natural England Website](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services/8f6ae1d5-b70d-44cf-9ec6-ec766dfc27b0) 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.

Information Security requirements

The Government Security Classification Policy (GSCP) sets out the administrative system used by HM Government (HMG) to protect information and data assets appropriately against prevalent threats through the use of ‘classification tiers’. HMG uses three classification tiers; OFFICIAL, SECRET and TOP SECRET. Each tier provides a set of recommended baseline behaviours and a set of protective controls, which are proportionate to the threat profile for that tier AND the potential impact of a compromise, accidental loss or incorrect disclosure of information held within that tier.

Tenderers and suppliers must ensure that appropriate protective security controls are in place to comply with the GSCP and manage the information shared and received as part of this tender exercise.

A full suite of guidance documents is available on GOV.UK, with specific guidance for tenderers and suppliers set out in [Guidance 1.6 - Contractors and Contracting Authorities.docx (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1166155/Guidance_1.6_-_Contractors_and_Contracting_Authorities.pdf).

**Use of Artificial Intelligence**

The Authority expects suppliers to declare where they have used AI software in the creation of Tender responses or intend to use AI software in the performance of the contract. How any AI software was, or will be, used should be to be declared within the technical submission part of the tender. We may require you to answer specific question/s on this topic, particularly where the Authority expects that usage is highly likely or clearly relates to the contract requirements.

Suppliers must follow any guidelines or regulations related to AI use and declarations as indicated in the [PPN 2/24 Improving Transparency of AI use in Procurement](https://www.gov.uk/government/publications/ppn-0224-improving-transparency-of-ai-use-in-procurement/ppn-0224-improving-transparency-of-ai-use-in-procurement-html).

Any information, instructions, or data provided by the Authority to suppliers as part of this tender, the requirements, or contract should not be directly inserted into Generative AI software (such as Gemini, ChatGPT, or CoPilot) without prior permission, unless this information is clearly published in the public domain.

Use of any Authority confidential tender information for training AI software is prohibited. it is advised that Defra’s data or instructions, or anything marked as confidential should not be directly inserted into AIs. For example, putting Authority’s instruction email into Gemini, ChatGPT, or CoPilot is not recommended.

If you intend to use AI to provide goods or services to the Authority, then you are required to complete a declaration which is simply answering the question stated within the 'Information to be returned’. The answer to this question will not be used in scoring your quote.

**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 [insert name of Contracting Authority] 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

**Background to Natural England**

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

Natural England was established by an Act of Parliament in 2006. Our purpose is to help conserve, enhance and manage the natural environment for the benefit of present and future generations, thereby contributing to sustainable development.

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

* a well-managed Nature Recovery Network across land, water and sea, which creates and protects resilient ecosystems rich in wildlife and natural beauty, enjoyed by people and widely benefiting society
* people connected to the natural environment for their own and society’s wellbeing, enjoyment and prosperity
* Nature-based solutions contributing fully to tackling the climate change challenge and wider environmental hazards and threats
* improvements in the natural capital that drives sustainable economic growth, healthy food systems and prospering communities
* evidence and expertise being used by a broad range of partnerships, organisations and communities to achieve Nature recovery and enable effective regulation and accreditation
* being a values-led organisation that delivers excellent service standards to all partners, organisations and communities engaged in achieving Nature’s recovery

You can read more about what we do on GOV.UK

**Natural Capital and Ecosystem Assessment [NCEA]**

NCEA is a transformative programme to understand the extent, condition and change over time of environmental assets across England's land and water environments (including marine), supporting the government’s ambition to improve the environment within a generation.

Built on data amassed from across England’s natural environment; NCEA aims to deliver a robust framework of statistics that facilitate landscape-level intelligence. It would manage and maintain vital, accurate, high quality and up to date information from source to delivery as part of a multi-year, multi-million-pound technology programme to enable macro and micro views of our environment.

Using satellite earth observation, professional surveyors, citizen scientists, membership organisations and legacy data, NCEA will build a highly detailed bank of assessments and integrated datasets covering ecological domains, spatial scales and locations. Expert analytics and insight will complement raw data, using a range of parameters including type, coverage, density, and change over time in flexible reporting units for users from national and local government to national parks and authorities to utility providers, private sector companies and individuals.

A pioneering partnership between Defra, Natural England, Environment Agency, Forest Research, Join Nature Conservation Committee and Kew, NCEA blends capability, expertise and experience to build a richer, more comprehensive picture of our natural environment, monitoring quality and quantity, assessing the impact of or need for interventions and helping to manage and protect our natural capital.

One of the projects delivered through the NCEA is the England Ecosystem Survey (EES) which aims to assess the current state of vegetation, habitats, landscapes and soils in England and to monitor long-term changes. Unexploded ordnance (UXO) risk assessment studies have been used to identify sites where an UXO watching brief is necessary when carrying out carrying our soils surveys to ensure the safety of all surveyors.

NCEA: Unexploded Ordinance onsite support for England Ecosystem Survey Monads

**Specification of Requirements**

The overall aim of the contract is to provide UXO (Unexploded Ordnance) engineer watching briefs during the execution of the EES soil survey on selected surveys sites, where this has been recommended, as a safety precaution to ensure safety and compliance with regulatory standards. The UXO risk assessments desk studies have been completed for the sites and will be provided. The UXO team's primary role is to monitor operations, identify potential hazards, and respond to any UXO discoveries during the survey. Continuous onsite attendance during soil survey activities in identified UXO risk areas is needed.

The sites are located within 1 km2 squares, called monads, an example of such site is provided in Figure 1.

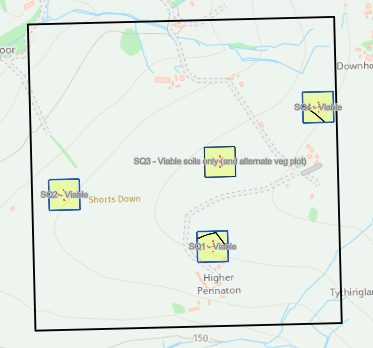


Figure : Example of monad (1km2 square) with four 1ha squares

Natural England’s core requirement is to commission 40 UXO engineer watching brief days as required between the contract start date and 28th March 2025, but reserve the right to commission fewer days in the event the scheduled surveys do not take place. Natural England may, by way of a contract variation, commission up to an additional 20 UXO engineer watching brief days if required.

The following activities will be carried out on up to six randomly placed 16 by 16 m square plots located anywhere within the sites:

* Excavation by hand of soil pits to a depth of up to 0.80m using a spade.
* Taking soils samples using cylindrical soils corers with a maximum diameter of 5 cm; the cores will be driven to a depth 0.80 m using manual slide (drop) hammers.
* Manual soil coring using an Edelman type (Dutch or open-faced) auger, to a maximum depth of 1.20 m.
* Peat depth probing using a fiberglass or other material push probe (c. 5 mm diameter), by hand, down to a depth of hard substrate.

The UXO engineer is required to:

* Maintain continuous onsite attendance during soil survey activities.
* Monitor for potential UXO hazards as soil sampling or ground-disturbing activities proceed.
* Utilize handheld detection tools, as necessary, for targeted subsurface investigations in active work zones.
* Implement risk mitigation and safety measures in case on any suspected UXO encountered during survey operations.

The supplier will be expected to have enough UXO engineers available to support multiple surveys within one week across England. See below a list of number of days for UXO watching brief that have been requested to date. These may change but the supplier needs to be able to provide the maximum number of UXO watching per week.

| Survey week | UXO watching brief days currently requested |
| --- | --- |
| 27/01/2025 – 31/01/2025 | 6 to 7 days for across 3 sites |
| 03/02/2025 – 07/02/2025 | 5 to 6 days for across 4 sites |
| 10/02/2025 – 14/02/2025 | 7 to 8 days for across 5 sites |
| 17/02/2025 – 21/02/2025 | 1 day for 1 site |
| 03/03/2025 – 07/03/2025 | 1 day for 1 site |

\*Note, these are provisional requests and dates may change. The table also does not include 17 monads that will need onsite support, but NE has not yet received any request survey dates.

**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 supplier 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 supplier 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 supplier will need to approach the project with a focus on the entire life cycle of the project.

**Milestones**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Deliverable | Payment Schedule | Date of completion |
| Core Requirement | | | |
| UXO Engineer watching brief | Number of days used | 1st Payment | 28th February 2025 |
| UXO Engineer watching brief | Number of days used | 2nd Payment | 28th March 2025 |

**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.

It is anticipated that this contract will be awarded for a period of 3 months to end no later than 28th March 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.

**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 – 50%

Commercial – 50%

**Evaluation criteria**

Evaluation weightings are 50% technical and 50% commercial, the winning tenderer will be the highest scoring combined score.

| Award Criteria | Weighting (%) | Evaluation Criteria | Weighted Question |
| --- | --- | --- | --- |
| Technical | 50% | Skills, Knowledge and Experience | Question 1  Please demonstrate your knowledge, expertise and previous experience, knowledge and expertise in assessing UXO risk and risk management; and relevant experience on UXO watching briefs onsite and during soil surveys work.  35% of technical score |
| Health and Safety | Question 2  Please describe the processes you have in place to manage the health and safety risks of this requirement and provide examples of how UXO watching briefs have enabled your customer to conduct their work safely.  35% of technical score |
| Project Management | Question 3  Please detail how you intend to manage this project, including any consortium or sub-contracting arrangements, to deliver the requirement by the 28th March 2025.  20% of technical score |
| Sustainability | Question 4  Please describe how your organisation minimises its carbon footprint, waste and increases sustainability of its operations? And how you will minimise the impact of delivering this contract?  10% of technical score |
| Commercial | 50% | Commercial Model | Please provide the whole life cost of the contract.  100% of commercial score |

Technical (50%)

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.

| Question 1 – Skills, knowledge and experience | Detailed Evaluation Criteria |
| --- | --- |
| Question 1  Please demonstrate your knowledge, expertise on assessing UXO risk and risk management; knowledge, expertise, and previous experience advising works on site; and relevant experience to advise colleagues planning to conduct soils surveys.  35% of technical score  Minimum score: 70 | Your response should:  Include evidence of accreditations or institutions the contractor is a member of.  Provide examples of previous work delivered within the last 5 years relevant to this tender requirement.  Include copies of pen profiles (summaries of experience and qualifications) of personnel assigned to this work.  Identify key members of the project team who are responsible for delivering the requirement and the project main point of contact.  Your response must not exceed a maximum of 4 sides of A4, Arial font size 12. Pen profiles can be submitted separately, each pen profile should not exceed 1 side of A4, Arial font size 12. |

| Question 2 Effective communication to inform decision making | Detailed Evaluation Criteria |
| --- | --- |
| Please describe the processes you have in place to manage the health and safety risks of this requirement and provide examples of how UXO watching briefs have enabled your customer to conduct their work safely.  35% of technical score  Minimum score: 70 | Your response should:  Describe how you intend to manage the health and safety risks of this requirement.  Identify potential risks to the delivery of the project and explain how these will be managed.  Your response must not exceed a maximum of 3 sides of A4, Arial font size 12. |

| Question 3 – Project Management | Detailed Evaluation Criteria |
| --- | --- |
| Please detail how you intend to manage this project, including any consortium or sub-contracting arrangements, to deliver the requirement by the 28th March 2025.  25% of technical score  Minimum score: 50 | Your response should include:  Provide a project plan outlining your approach to managing the delivery of this requirement. The plan should include details on the maximum number of UXO watching brief days you can accommodate and the number of distinct locations in England you can cover per week.  Additionally, please explain your capacity to fulfil the UXO watching brief days specified in the table above for the period from January to March 2025.  Demonstrate your capacity and ability to complete the required UXO watching briefs by 28th March 2025.  Provide details of your quality control and quality assurance plan.  Your response must not exceed a maximum of 4 sides of A4, Arial font size 12. |

| Question 4 – Sustainability | Detailed Evaluation Criteria |
| --- | --- |
| Please describe how your organisation minimises its carbon footprint, waste and increases sustainability of its operations? And how you will minimise the impact of delivering this contract?  10% of technical score  Minimum score: 50 | As a delivery partner, the successful supplier is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England’s objectives. The successful supplier will need to approach the project with a focus on the entire life cycle of the project.  Your response must not exceed a maximum of 1 side of A4, Arial font size 12. |

**Commercial (50%)**

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 [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 (Annex 3)
* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Annex 3 Commercial Response**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Cost per unit / day exc. VAT** | **Number of units / days** | **Total cost exc. VAT** |
| **Core Requirement** | | | |
| UXO engineer watching briefs |  | 40 |  |
| Other (please specify) |  |  |  |
| Sub-total (exc. VAT) | - | - |  |
| **Optional Extension** |  |  |  |
| UXO engineer watching briefs |  | 20 |  |
| Other (please specify) |  |  |  |
| Total (Core and Optional Requirement) |  |  |  |