**Request for Quotation**

From: matthew.curtis@cefas.co.uk, paul.mcilwaine@cefas.co.uk

Tel: 01502524445

Date of Issue: 28/07/15

Response Deadline: 6pm 12/08/15

*Late submissions will not be accepted*

Responses to be sent to: matthew.curtis@cefas.co.uk, paul.mcilwaine@cefas.co.uk

Title: Marine underwater video and stills analysis for East of Haig Fras rMCZ and Haig Fras SCI

Ref: EHGF rMCZ Video & / HGFR SCI Video

# Technical Specification (Schedule 1)

* The purpose of the analysis of the video/stills is to identify habitats and provide semi-quantitative data on the characteristics of the physical habitat and species composition.
* Seabed imagery was acquired from two study sites using both standard and high definition camera equipment. For the purposes of this work, the HD video will be used for the analysis with the SD footage being used solely for time /.positional information.
* Video tows are to be reviewed and sub-divided into separate video section as necessary on the basis of changes in habitat and each section to be treated as a separate record. Please see new JNCC/Cefas video and still processing protocol, provided
* All stills are required to be analysed
* Detailed instructions are provided in the Video and Still processing protocol document provided.
* A minimum of 10% of the videos and stills should be re-analysed for QA purposes
* An additional species presence matrix (details attached)
* Optional data entry into Marine Recorder
* Please be aware of new biotoping guidance issued by JNCC

Outputs

1. A short report detailing the habitat/habitats at each station for each MPA site. A section on QA should be included with the videos re-analysed listed along side the name of the analyst.
2. Survey sample data to be supplied in the spreadsheets provided for each MPA site.
3. Species matrices (4 in total) need to be provided for both video and stills and for SACFOR and counts/% cover for each MPA site.
4. Still/video proforma and species matrices to be provided for the QA’d samples
5. Video/still reference collections for species and biotopes
6. An additional species presence matrix
7. All data entered in to Marine Recorder after Cefas QA (date to be discussed)

# Quantity:

EHGF – 1700 minutes of video and 2958 stills

HGFR – 1980 minutes of video and 2930 stills

Delivery Date / Contract start date: Data will be delivered by email as soon as possible following the contract being awarded. The hard drive will be returned soon after sign off

Contract Duration: The outputs must be delivered electronically by:

**12/10/2015**

**An example video can be provided on request**

Quotations will be evaluated on value for money:

Quality 60%

Cost 40%

# Submitted Pricing (Schedule 2):

East of Haig Fras rMCZ

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| --- | --- | --- | --- | --- | --- |
| Good or Services Required | Qty | Unit of Measure | Cost | VAT | Delivery Date |
| Analysis of 1700 minutes of video | 1 |  |  |  | 12/10/2015 |
| Analysis of 2958 stills | 1 |  |  |  | 12/10/2015 |
| Produce report | 1 |  |  |  | 12/10/2015 |
| Production of image and video reference collections; one for species and one for biotopes | 1 |  |  |  | 12/10/2015 |
| (Optional) Marine Recorder | 1 |  |  |  | TBC |
| Total Cost: |  |  |  |

Haig Fras SCI

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Good or Services Required | Qty | Unit of Measure | Cost | VAT | Delivery Date |
| Analysis of 1980 minutes of video | 1 |  |  |  | 12/10/2015 |
| Analysis of 2930 stills | 1 |  |  |  | 12/10/2015 |
| Produce report | 1 |  |  |  | 12/10/2015 |
| Production of image and video reference collections; one for species and one for biotopes | 1 |  |  |  | 12/10/2015 |
| (Optional) Marine Recorder | 1 |  |  |  | TBC |
| Total Cost: |  |  |  |

We understand and accept that Cefas’ standard terms and conditions (Up to £25k) for Goods and Services apply to this project and any subsequent work. These can be found at: [Terms and Conditions](http://www.cefas.defra.gov.uk/about-us/procurement.aspx)

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| --- | --- |
| Signed: | For:(Company Name) |
| Name: | Date: |
| Name of contact to call in the event of a query (if different from above): | Direct telephone number of contact: |