

Ref: Peak2h

www.gov.uk/naturalengland

**Request for Quotation**

**Peak District Dales SAC Protected Site Strategies Pilot – Identification of an environmentally sustainable, nature-positive model for dairy production in the White Peak.**

**October 2023**

**Request for Quotation**

**Peak District Dales SAC Protected Site Strategies Pilot – Identification of an environmentally sustainable, nature-positive model for dairy production in the White Peak.**

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: [audra.hurst@naturalengland.org.uk](mailto:audra.hurst@naturalengland.org.uk)

Date: 18 October 2023

Time: 17:00 GMT

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**

Ben Rodgers or Audra Hurst will be your contacts 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 | **03-10-2023** at **17:00 BST / GMT** |
| Deadline for clarifications questions | **15-10-2023** at **17:00 BST / GMT** |
| Deadline for receipt of Quotation | **18-10-2023** at **17:00 BST / GMT** |
| Intended date of Contract Award | **24-10-2023** |
| Intended Contract Start Date | **31-10-2023** |
| Intended Delivery Date / Contract Duration | **01-11-2023** to **23-03-2023** |

**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):

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

**Conditions applying to the RFQ**

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

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

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

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

**Acceptance of Quotations**

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

**Costs**

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

**Self-Declaration and Mandatory Requirements**

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

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

**Clarifications**

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

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

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

the clarification and response are not commercially sensitive; and

all suppliers may benefit from its disclosure,

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

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

**Amendments**

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

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

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

**Conditions of Contract**

The Authority’s standard [Condensed Terms and Conditions](https://www.gov.uk/government/organisations/natural-england/about/procurement) 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**

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

Introduction

The principal aim of this brief is to develop a model for dairy production based upon environmentally sustainable and nature friendly practices which fits well with local conditions and circumstances in the White Peak. The intention is that this model could then be used as a template for farms within the White Peak wishing to consider an alternative direction for their business that does not involve increased output or leaving the dairy industry completely.

Background Information

The Peak District Dales Special Area of Conservation (SAC) comprises thirteen component SSSIs spanning the White Peak plateau (Ballidon Dale SSSI, Coombs Dale SSSI, Cressbrook Dale SSSI, Dove Valley and Biggin Dale SSSI, Hamps and Manifold Valleys SSSI, Lathkill Dale SSSI, Long Dale and Gratton Dale SSSI, Long Dale, Hartington SSSI, Monk’s Dale SSSI, The Wye Valley SSSI, Topley Pike and Deep Dale SSSI, Via Gellia Woodlands SSSI, Matlock Woods SSSI). These sites support habitats particularly vulnerable to diffuse agricultural pollution (rivers and spring fed fens), and a wider range of habitats and species which are impacted by fragmentation, through being surrounded by often very productive agricultural land.

Many of the farms within the White Peak are dairy, often based around a high input / high output system, with high yielding dairy cows fed on intensively managed ryegrass and supplementary feeds. Due to tight margins and the need to maximise productivity, nature friendly practices can be challenging to integrate within this system, restricting the uptake of options within previous environmental payment schemes.

Since 2019, an informal partnership of White Peak farmers, Catchment Sensitive Farming, Natural England, the Peak District National Park Authority and Severn Trent Water has been working to identify, trial and demonstrate farming practices suitable to deliver nature connectivity, enhanced water / air quality and climate change resilience alongside food production within this landscape. This approach is locally referred to as the White Peak Trials. The following links summarise the approach and key achievements to date:

<https://www.youtube.com/watch?v=A4qLBAYEwKU&feature=youtu.be>

[White Peak Practical Field Trials: Peak District National Park](https://www.peakdistrict.gov.uk/looking-after/living-and-working/fipl/white-peak-practical-field-trials)

[Herbal leys in the White Peak! Tickets, Multiple Dates | Eventbrite](https://www.eventbrite.co.uk/e/herbal-leys-in-the-white-peak-tickets-579254554967)

Several recent initiatives within the area have renewed this focus on land management. These include the Wye Valley Nature Recovery Project, a landscape-scale project looking to drive nature recovery, and the Peak District Dales Protected Sites Strategies Pilot which seeks ways to reduce negative impacts upon the Peak District Dales SAC arising from the wider landscape. There is also the prospect of an application to the new Landscape Recovery scheme, with the potential to develop locally tailored payments around nature recovery.

Elevated Phosphate levels associated with local River catchments and the need to reduce diffuse pollution from agriculture place additional pressures on dairy farmers within the area. Storage capacity for slurry and the avoidance of spreading at inappropriate times of year are cornerstones of the Farming rules for water, whilst minimisation of ammonia release to the atmosphere is an increasing priority for Government. This means that many farms are now faced with significant decisions around financial investment in infrastructure.

Such pressures come at a time of reduced income from the Basic Payment Scheme, falling milk price, labour shortages and high costs of production. For many farms the prospect of significant investment underpinned by borrowing may not be an option, whilst increased scale may be neither practical nor appealing. In some cases, this may raise the question of ceasing dairy production and adopting alternative enterprises such as extensive beef, embracing low-input environmental payment options, farm diversification or working off-farm. However, this neglects the potential of many smaller, family run dairy farms to contribute positively to UK milk production whilst at the same time providing wider environmental benefits including nature enhancement. Given ongoing changes to the support system, the capacity of environmental schemes such as Countryside Stewardship (CS) and Sustainable Farming Incentive (SFI) to adapt and evolve alongside the industry, the potential for a locally tailored White Peak Landscape Recovery scheme and other green finance such as Biodiversity Net Gain and Nutrient Neutrality, it seems an appropriate time to investigate whether a third way exists; an environmentally sustainable nature-positive model for dairy farming.

Methodology

The intention of this contract is to explore the scope for a system based around zero inorganic nitrogen and low input dairy cows with genetics suited to diverse forage. It is expected that this would be underpinned by a mixed farming system with herb / legume swards in rotation with cereals, diverse break crops, an inclusion of traditional hay-meadows and small areas of wood pasture or agroforestry immediately adjacent to the Dale-brow.

The contract requires an experienced agri-business consultant to examine and compare economic and environmental returns for existing local dairy systems together with proposed alternative models. It will require identification of income streams such as existing environmental schemes and the scope for locally tailored options under a potential White Peak Landscape Recovery scheme. The consultant would be expected to liaise closely with key stakeholders and draw heavily upon local on-farm expertise.

The brief is set out in Table 1 with an indication of required different elements of work, the necessary outputs and a predicted time allocation. Comments on the time allocation and any additions or amendments considered necessary to achieve our objectives are welcomed and should be clearly indicated. Owing to the nature of the project we anticipate that quotes will be provided on the basis of a day rate, plus any additional costs

Any enquiries or questions need to be addressed to Ben Rodgers at CSF (07799 478817, [ben.rodgers@naturalengland.org.uk](mailto:ben.rodgers@naturalengland.org.uk)) or Audra Hurst at Natural England (07846 024286, audra.hurst@naturalengland.org.uk)

*Liaison with stakeholders and access to land*

There will be an expectation to engage with a core group of farmers throughout this project, from baselining to final transition plan.

Collaborators will include:

* White Peak Trials farmers. You should allow for site visits to each farm.
* Additional White Peak dairy farmers.
* Local dairy / grazing groups
* Catchment Sensitive Farming/Natural England
* AHDB (Steve West)
* NFU
* Key Advisers
* Peak District National Park Authority (including Farming in Protected Landscapes (FiPL))
* Severn Trent Water

There is an expectation of the need for multiple visits to the White Peak, including site visits to the [White Peak Trials](https://www.peakdistrict.gov.uk/looking-after/living-and-working/fipl/white-peak-practical-field-trials). Due to the short time between the award of contract, Natural England will obtain land owner/manager permission in advance.

Natural England will ask for permission from the relevant land owners. Once the land owners have confirmed permission, Natural England will pass their details onto the contractor in line with data protection laws.

Further detail is provided in Table 1 (below)

**Table 1: Specification for Works**

|  |  |
| --- | --- |
| **Deliverable** | **Output** |
| **Produce baseline**  Identify and categorise current dairy business types within the White Peak, setting out key elements and differences from both a practical and business perspective. | ***What do we currently have?***  Categories of dairy business operating locally and key attributes.  Include level of inputs (nitrogen fertiliser, power, labour) and outputs, together with SWOT analysis of the key elements of different business models  Benchmark these businesses against the best performers both locally and nationally  Identify key financial, practical and environmental constraints to and opportunities for dairy farming within the White Peak landscape  *It is anticipated that direct contact will be required with at least 10 white peak dairy farmers as part of this process (it is down to the consultant to decide how best to apportion this contact, but we suggest 10 days, with elements at both the baseline and ground truthing stage). Allowance should be made to pay for farmer time contributions at a rate of £200/day (i.e. £2000).* |
| **Assess land management practices identified as having the potential to deliver environmental benefits within the White Peak**, including those under investigation through the [White Peak Trials](https://www.peakdistrict.gov.uk/looking-after/living-and-working/fipl/white-peak-practical-field-trials).  Determine:   * likely environmental outcomes, practicalities * impacts upon financial performance (negative or positive) * whether a “price” can be placed on this and how well they might come together to form a model for future dairying.   Alternative dairy model should consider and aim to include options such as:   * Low input dairy cows and heifers, milked once a day * No inorganic nitrogen fertiliser * No imported cereals or concentrate * Mixed farming with 2/3 grassland, 1/3 arable; ideally deep-rooted drought resistant / nitrogen fixing herbal leys rotated with cereals for whole-crop, arable silage and grain * Genetics/milk from forage * Home grown protein crops & companion cropping * Diverse Brassica break crops * Strategic tillage only – minimal cultivation where possible, using the plough only where necessary to re-set / remove compaction * No tramlines in arable crops * Straw yards for dairy, maximising home-grown straw * Wood pasture or Agroforestry next to Dale tops (whole or part parcel) * Fenced biosecurity buffer strips against neighbours land, sown with either pollinator mix or scattered trees * Flowering margins within silage leys and whole-crop fields for pollinators, invertebrates, farmland birds and small mammals | ***Will the practices, including those being investigated through the WP Trials, deliver environmental benefits and are they practical and achievable as part of a dairy farming system?***  Table listing all practices, fit with existing systems, degree of change required for adoption, costs / benefits (practical and financial) of adoption categorised under business and environment e.g. nitrogen fertiliser savings, feed costs.  Outline what level of financial incentive might be required and how this might be funded, including green finance (Biodiversity Net Gain, Nutrient Neutrality) and the potential for inclusion within a locally tailored WP Landscape Recovery scheme.  Assess and record farmer perception / attitude. |
| **Research and identify other examples of environmentally sustainable / nature friendly systems and practices, locally and nationally, which might have elements that could be applied to the White Peak**.  Focussing on:   * Biodiversity * Water quality * Air quality * Soil health * Climate change resilience * Carbon balance * Genetic conservation * Natural Flood Management * Animal health & welfare   Identify where these practices are not supported by funding schemes (though they can be funded from within the industry, milk buyers etc) and where there could be scope for public / private sector support going forward. | ***Have any opportunities been missed or overlooked which could be delivered either through the industry or environmental schemes?***  A list of practices, how they would fit within an environmentally sustainable, nature-positive dairy model, benefits for the environment, practical / financial implications for the business. Outline what level of financial incentive might be required and how this might be funded, including green finance (Biodiversity Net Gain, Nutrient Neutrality) and the potential for inclusion within a locally tailored WP Landscape Recovery scheme. |
| **Assess existing land management options under both public and private sector schemes**; Countryside Stewardship, Sustainable Farming Incentive, STW STEPS scheme, FiPL and indicate their suitability within local dairy farming systems. In particular, note whether:   1. They are completely unsuitable for delivering the practices and type of system detailed above 2. They are potentially suitable with modification to the option, farming system or payment rate (noting which) | ***Are existing environmental payment scheme options suitable for delivery of the proposed system?***  Short-list of options to take forward as part of a mechanism to help transition towards and support an environmentally sustainable nature-positive dairy system within the WP.  Where existing options are broadly suitable but lack sufficient financial incentive, outline and justify what level of funding might be required and how this might be achieved, including green finance (Biodiversity Net Gain, Nutrient Neutrality) and the potential for inclusion within a locally tailored WP Landscape Recovery scheme. |
| **Production of draft report** - including amendments following feedback | ***Draft dairy model and transition plan(s)***  Draft report to include a model system based upon the information gathered above together with a phased “conversion plan” to facilitate transition of an intensively managed permanent grassland dairy farm, including relevant payment and support mechanisms. |
| **Ground truth draft report** and apply model to specific farm examples, to include farmer feedback and a phased plan for transition to the new system | ***How would the proposed system work on the ground?***  Apply the model to a series of real-life scenarios and demonstrate a transition plan for each farm as a series of case studies. Note that not all elements of the model will need to apply to every farm. Allow for 10 farms. |
| **Production of final report** - including amendments following feedback | ***Final dairy model and transition plan(s)*** |

Maps

Any maps should be provided in jpg or pdf format and as GIS layers, in or compatible with ESRI ArcGIS format. Information and guidance on requesting baseline digital geographical data from Natural England can be found on our website at Geographical Information for contractors and partners.

Products

An electronic copy of the draft report, in Word format, should be submitted to Natural England for consideration and comments. All reports should be submitted according to the timescales provided.

Health & Safety / Known hazards & risks

Risks associated with field-based work need to be considered.

Please provide a clear and structured proposal to demonstrate your intended approach to health and safety on this project and how you ensure the requirements of legislation are met.

Your quotation for the work should be accompanied by the following Health and Safety documentation required by Natural England:

* Risk assessment: this must take the hazards identified above into account.
* Valid certificates (if appropriate) to be made available on request:
* Employers Liability Compulsory Insurance
* Public Liability Insurance – minimum £5m
* Professional Indemnity Insurance – minimum £2m

Work shall not commence without Natural England being in possession of appropriate documentation and an agreed safe method of working.

**Timescales**

It is anticipated that this contract will be awarded for a period of five months to end no later than 31st March 2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

Final timescales will be agreed at the project inception meeting. However, the contractor is expected to deliver in line with the following timescales.

* A draft report to be submitted to the Project Officers by 28 February 2024.
* A final report will be submitted to the Project Officers by the 31 March 2023.

**Prices**

The tenderer should demonstrate how they will cover the work area and how the visits will be organised in terms of personnel and timescales.

Day rates and numbers of days for key staff should be provided. Costs should be broken down to show the time allocated to each part of the project. Please itemise other costs including material / equipment costs. Please detail any assumptions made when pricing for any aspects of this tender.

Please indicate if VAT will be applied.

Pricing schedule to be completed with reference to description of deliverables and outputs in this specification and returned in the following format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable (refer to Table 1 above)** | **Grade of Staff** | **Day Rate** | **Guide Number of Days** | **Actual number of days (include justification if differs)** | **Total Cost** |
| **Produce baseline** |  |  | 10 |  |  |
| **Assess land management practices identified as having the potential to deliver environmental benefits within the White Peak** |  |  | 5 |  |  |
| **Research and identify other examples of environmentally sustainable / nature friendly systems and practices, locally and nationally, which might have elements that could be applied to the White Peak**. |  |  | 5 |  |  |
| **Assess existing land management options under both public and private sector schemes** |  |  | 5 |  |  |
| **Production of draft report** |  |  | 5 |  |  |
| **Ground truth draft report** |  |  | 5 |  |  |
| **Production of final report** |  |  | 5 |  |  |
| Other costs including materials / equipment |  |  |  |  |  |
| Travel & Subsistence |  |  |  |  |  |
| **Total excl. VAT** |  |  |  |  |  |

**Quotation Submission**

Your tender should include the following information

* Pricing Template
* Your proposal outlining how you will meet Natural England’s Requirements.
* Your key personnel who will be directly involved with this contract.
* Methodology including a proposed outline schedule or timetable of works, including a rationale for the estimate of the number of days required, and how the visits will be organised in terms of personnel and timescales.
* A summary of your experience particularly where this is of relevance to the project brief.
* Insurance certificates.
* Health and Safety Policy.
* Risk Assessment.
* Acceptance of terms and conditions.

**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. Invoices can be submitted at two intervals (date of first to be agreed to cover expenses) with final invoice to be submitted on completion of work.

It is anticipated that this contract will be awarded for a period of 5 months to end no later than 23/03/2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

**Evaluation Methodology**

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

Technical – 60%

Commercial – 40%

Evaluation criteria

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

| **Evaluation Criteria** | **Weighting**  **(%)** | **Threshold score out of 10** | **Tender Information** |
| --- | --- | --- | --- |
| **Technical expertise and experience –**  Please provide details of your experience/expertise in:   * Collaborative projects, particularly working with the farming community * Regenerative and sustainable agriculture practices * Farm business management * Dairy systems * Agri-environment schemes * Organic conversion processes   **Fit with Specification and methodology –**  Please provide separate responses to the following:  **Availability:**  Please provide full details as requested under Tender Information.  **Capability for full delivery of expectation:**  Please provide full details as requested under Tender Information.  **Project and risk management, and resources allocated –**  Please provide full details as requested under Tender Information | 60 | 8 | Previous contracts for advising on dairy farming systems, regenerative agriculture/agroecology/conservation agriculture. Please emphasise any experience relating to the challenges associated with converting dairy farming systems to alternative approaches such as organic or regenerative and how these were overcome. Make clear any experience in the practical implementation of agri-environment schemes, including both the delivery of environmental benefits and successful integration within the farm business.  Qualifications, technical merit and experience of key staff engaged on the contract e.g. CVs, previous contracts, technical qualifications.  Include details of availability given the timescales and a proposed outline schedule or timetable of works.  Include details of capability for site visits and stakeholder liaison methods with a clear rationale for the estimated number of days. Please include details of how work will be organised in terms of personnel and timescales.  Details of personnel, support systems, organisational and management skills to deliver all aspects of the requirement in full. This must include an assessment of the risks to project delivery and mitigation (including contingency in the event of delays), evidence of quality control measures and project management procedures. |
| **Financial (value for money)** | 40 | No threshold | Include all costs and VAT clearly itemised. |

**Technical (60%)**

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical section should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical section.

**Commercial (**40**%)**

The Contract is to be awarded as a schedule of rates 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

separate response submission for each technical question (in accordance with the response instructions)

completed Mandatory Requirements (Annex 1)

completed Acceptance of Terms and Conditions (Annex 2)

**Award**

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract via a Purchase Order.

**Annex 1 Mandatory Requirements**

**Part 1 Potential Supplier Information**

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

**Part 1.1 Potential Supplier Information:**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

**Part 1.2 Contact details and declaration**

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

**Part 2 Exclusion Grounds**

**Part 2.1 Grounds for mandatory exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Part 2.2 Grounds for discretionary exclusion**

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Annex 2 Acceptance of Terms and Conditions**

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_