

www.gov.uk/naturalengland

Request for Quotation

You are invited to submit a quotation for the requirement described in the specification below.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

Your response should be returned to the following email address by: 30 June 2023 12:00 GMT

Email: katy.smith@naturalengland.org.uk

Date: 30 June 2023

Time: 12:00 GMT

Ensure you state the reference number and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

**Katy Smith** will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 25/5/2023 |
| Deadline for clarifications questions | 14/6/2023 at 12:00 GMT |
| Deadline for receipt of Quotation | 30/6/2023 at 12:00 GMT |
| Intended date of Contract Award | 14/7/2023 |
| Intended Contract Start Date | 14/7/2023 |
| Intended Delivery Date / Contract Duration  | Summer 2023 |

### 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 the Department for Environment, Food and Rural Affairs acting as part of Natural England |
| “RFQ” | Means this Request for Quotation and all related documents published by the Authority and made available to suppliers |
| “Contract” | Means the contract to be entered into by the Authority and the successful supplier. |

###

### Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RTQ may result in the supplier’s exclusion from this procurement.

### 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.

#### Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

#### Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

#### 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 in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

#### Conditions of Contract

Please note that the terms and conditions that will apply to this contract can be viewed on our internet page [www.gov.uk/government/organisations/natural-england/about/procurement](http://www.gov.uk/government/organisations/natural-england/about/procurement). These will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

#### Specification

#### Background

#### Woodwalton Fen National Nature Reserve is a Fen wetland in Cambridgeshire. In one area of the reserve a trial hydrological management and grazing regime is being trialled in relation to a specific plant species present on site. As part of this trial we have used sluices at either end of the ditches to hydrologically isolate 2 fields and the ditches that run along the north, west and southern sides of them, plus a few shallower footdrains which run from the boundary ditches into the fields.

An existing 4” diesel pump located at one of the sluices pumps excess water out of the isolated compartment between March and June to maintain a lower water table.

We would like to replace this pump with a solar pump.

This existing pump is larger than we need, and pumps down the required amount in a few days; the new pump does not need to be so fast and could take up to 2 weeks.

Specification

The requirements of the new pump are:

**Portable** – at times of the year when the pump in not used for the above project we need to be able to move it to other areas of the reserve to use to create flow/circulation in the ditches. The unit needs to be able to be easily moved and deployed elsewhere without the need for additional structure in the ditches. The pump ideally needs to be in one towable unit so that it can be towed with a low ground pressure ATV, or to site in a Gator. However some solar panels can be fixed to the ground if necessary to give sufficient power capacity to the pump. Low ground pressure tyres are required.

**Capacity**: the pump needs to be not too large but with enough capacity to pump the isolated area down in a couple of weeks and then maintain this level. It needs to drain 1200m of ditch (approx. 3 -4m wide, 1.5m deep) by 20-30cm, plus any shallow splash flooding on approx.3.25ha of field. The winter water level is about 60cm on the gauge board and the aim is to drop the isolated area to about 30-35cm in March, and then to maintain it at 30-40cm for 3 months. The current pump is a Selwood D80 4 inch pump. This existing pump is larger than we need, and pumps down the required amount in a few days; the new pump does not need to be so fast.

**Automatic mode and reliability**: the pump needs to be set up with floats that tell it to turn on or off according to the water level in the ditch, and needs to be reliable throughout the year.

**Aquatic plants:** the ditches have aquatic plants in them, so the pump needs to be designed to cope with this, for example through a strainer on the intake. Alternatively it needs to be capable of being suspended in the middle of water column, below the main bulk of plants but above the sediment at the bottom of the ditch.

**Power:** the pump needs to be solar powered. Solar panels can be on the trailer and on the ground if necessary.

1. Sluice around which the water needs to be pumped:



1. Current pump



1. Ditch, sluice and bank



1. Diagram of pump set up



Site information

The site is a SSSI. It is owned by the Wildlife Trust BCN and managed by Natural England.

Location

Woodwalton Fen is in Cambridgeshire, 2 kilometres west of Ramsey Heights village between Peterborough and Huntingdon. The nearest town is Ramsey, 5 kilometres to the east.

Other information:

We hope that the above provides adequate information for a quote. For any questions or to arrange a site visit to assess works please call Katy Smith on 07920 072006.

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.

Please be sure to read the detail in ‘quotation submission’ below.

**Prices**

Prices must be submitted in £ sterling, inclusive of VAT.

**Quotation Submission**

We will award this contract in line with the most economically advantageous tender (MEAT) according to the following award criteria:

Price: 50%

Quality: 50%

The following quality criteria are weighted in accordance with the importance and relevance

attached to each one:

|  |  |  |
| --- | --- | --- |
| **Criteria** | Weighting (%) | **To include:** |
| Experience of similar works | 20 | * Examples of relevant work
 |
| Methodology | 80 | Please submit outline method of how you propose to deliver the services. To include:* Design – indicative drawing of proposed system and specifications of components and function
* Timings – Natural England are working to a delivery deadline of early March
 |

|  |  |
| --- | --- |
| **Score** | **Justification** |
| For a score of hundred (100):   | Excellent - Response is completely relevant and excellent overall.  The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| For a score of seventy (70):   | Good - Response is relevant and good.  The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.  |
| For a score of fifty (50):   | Acceptable - Response is relevant and acceptable.  The response provides sufficient evidence to fulfil basic requirements. |
| For a score of twenty (20):   | Poor - Response is partially relevant and/or poor.  The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| For a score of zero (0):   | Unacceptable - Nil or inadequate response.  Fails to demonstrate an ability to meet the requirement. |

**Contract Management**

This contract shall be managed on behalf of the Authority by Katy Smith, katy.smith@naturalengland.org.uk, tel: 07920 072006.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

### 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.

By submitting a quotation 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 contractor 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.