

Our Ref: ENV6005474R

Date: 14/10/22

Dear Sirs,

**Contract Ref: NC/Phase4/SB**

**Contract Title: Macro Plastics in the North West River Basin District**

You are invited to quote for the above in accordance with the enclosed documents.

Instructions on what information we require you to provide is in Section 4 of the following Request for Quotation document.

Your response should be returned to the following email address by 17:00 on 30th November 2022.

simon.bennett@environment-agency.gov.uk

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

If you have any queries, please do not hesitate to contact me.

Yours sincerely



**Simon Bennett**

Catchment Co-Ordinator

Wyre – Alt / Crossens – Waver / Wampool

E-mail: simon.bennett@environment-agency.gov.uk

Telephone: 07920 535860

The Environment Agency, Lutra House, Dodd Way, off Seedlee Road, Walton Summit, Preston, PR5 8BX

**Request for Quotation**

**Ref: ENV6005474R**

**Title: Macro Plastics in the North West River Basin District**

**Section 1**

**Who is the Environment Agency?**

We are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our Website.

<https://www.gov.uk/government/organisations/environment-agency/about>

**What do we spend our money on?**

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

* Flood and Coastal Risk Management (design, construction and maintenance)
* ICT and Telecommunications
* Vehicles and Plant
* Environmental Consultancy and Monitoring
* Temporary Staff and Contractors
* Facilities Management, Energy and Utilities
* Flood Management and Water Related Services

**What do we need from our suppliers?**

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

<https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy>

**Government changes and collaboration**

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW).Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

**Further information**

For further information and to see our commitments to Diversity and Equality, please visit our website.

<https://www.gov.uk/government/organisations/environment-agency/about/procurement>

https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact - <https://www.gov.uk/browse/business/waste-environment>

Environmental Regulations - <https://www.gov.uk/browse/business/waste-environment/environmental-regulations>’

**Section 2**

**The Customer**

**Summary**

This project is overseen by both Cumbria and Lancashire Environment Programme (EP) and Natural Course Teams, with funding for this project provided by Natural Course.

The EP team leads the engagement, planning and development of projects and oversees the delivery, to achieve integrated environmental outcomes in line with the Environment Agency’s business priorities.

Natural Course is the UK’s only EU LIFE Integrated Project. Natural Course is a collaboration of public, private and third sector organisations working together to help to deliver real improvements to rivers and the water environment across North West England. Natural Course is designing projects to better understand and overcome some of the biggest barriers preventing the achievement of ‘good ecological status’ under the EU Water Framework Directive in the North West River Basin District.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for a period of 13 months end no later than **30/12/2023**. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition. Any amendment to contract prices for the extensions are to be by negotiation.

The Environment Agency Conditions of Contract for Services (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Agency by Simon Bennett, Catchment Co-Ordinator, simon.bennett@environment-agency.gov.uk, Tel: 07920 535860

## Contact Details and Timeline

Simon Bennett 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 both the question and the response will be circulated to all tenderers.

simon.bennett@environment-agency.gov.uk

Tel: 07920535860

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses for Request for Quote | 17:00 – 30th November 2022 |
| Evaluation of Request for Quote submissions | 9th December 2022 |
| Award of contract | 23rd December 2022 |
| Project/Contract end date | 30th December 2023 |

It should be noted that these timescales and activities may be subject to change.

**Section 3**

## Evaluation Criteria

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

* Price – 60%
* Quality – 40%

The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

* Evidence of ability to deliver sound scientific data to underpin the campaign/project.
* Public engagement and networking skills (These are essential to the success of the project as the selected supplier will need to work effectively with multiple stakeholders with different agendas attached to their involvement as well as capturing public interest)
* Evidence of their ability to design, build and maintain appealing, interactive materials to encourage longer term public and corporate understanding of the impact of plastics.
* Evidence of ability to deliver truly innovative methods of engagement to specifically focus on interactions with members of the public that have not been previously receptive to plastics messaging.

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

|  |  |
| --- | --- |
| **Rating of Response****The tenderer provides a response which in the opinion of the evaluators is:**  | **Score** |
| **Excellent:** Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Agency complete confidence that the requirements will be met. | 10 |
| **Very Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Agency high confidence that the requirements will be met. | 8 |
| **Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Agency reasonable confidence that the requirements will be met.  | 6 |
| **Satisfactory:** Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses, but gives the Agency some confidence that the requirements will be met.  | 4 |
| **Weak:** Partially addresses the requirements, or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Agency low confidence that the requirements will be met. | 2 |
| **Nil:** No response or provides a response that gives the Agency no confidence that the requirements will be met.   | 0 |

**Section 4**

**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 Pricing Schedule (Appendix A);
* completed Prior Rights Schedule (Appendix B);
* confirmation that terms and conditions are accepted (Appendix C. Please note that the terms cannot be amended later).
* details of the personnel you are proposing to carry out the service,
* details of proposed methodology
* details of how you measure your success in each of the deliverables.
* detail your recent experience of carrying out similar contracts

**Section 5**

**Specification**

# Background to the Requirement

Plastic pollution is reaching catastrophic levels across the globe. The impact this has on the water environment, marine life and habitats is well documented, with emerging research on the impact on human health also prompting serious concerns for human life. Production and consumption of plastic is set to continue to rise, meaning urgent action is now required in order to protect both human and wildlife, with catchment-based approaches playing a key role. There is further concern emerging to ensure single use plastic items associated with the coronavirus pandemic, such as disposable face masks and sanitiser bottles, does not create a lasting negative cultural change.

Plastic pollution is now an established threat to our rivers and seas and it is identified as a challenge in the summary of the draft river basin management plans. The government's 25 Year Environment Plan also sets out plans to reduce avoidable plastic waste, for the plastic we use to be fully reused, recycled or fully compostable and to prevent micro-plastics reaching the seas. It is likely that plastics will receive more focus in future RBMP’s and possibly in other plans and strategies. In addition, Bathing Water Regs, identify waste plastic as a specific pollutant.

Whilst a percentage of the human population understand and acknowledge the plastic pollution issue and have been receptive to engagement on the subject, there remains a large proportion of the population who, for various reasons, do not acknowledge the impact that their own actions, as consumers, are having on the environment.

This project aims to bridge the engagement gap across the North West River Basin District, by reaching communities, groups and organisations where engagement is challenging or has previously failed.

After initially identifying where this engagement gap exists, this project will look to develop innovative ways of engaging, such as social media campaigns, engagement events and look to including existing partnerships in doing so.

Using the Catchment Based Approach, this project will aim to ensure citizens across the North West River Basin district understand that inland river networks are a direct link to the world's oceans and that their actions do not just affect their local area.

This project will aim to engage through capturing interest in nature, but with particular emphasis on marine species and the impacts plastic waste can have on them and the global ecosystems.

This project is funded through the Life IP project Natural Course and is aligned to the deliverables outlined in the Natural Course Project Plan.

# Specific Objectives/Deliverables

The text below has been included as an overview of the strategic aims of the project with some suggested outputs, but we are very keen to allow suppliers flexibility to use their expertise and knowledge to ensure the most innovative and effective method is used in completing this contract.

The strategic aim of the project is to:

***Deliver a targeted strategic campaign about the impacts of plastics to the environment and health of the rivers and seas across North West England.***

The project will build on Phase 3; Phase 3 delivered engagement materials (Website and Campaign) and included outputs from the INTEREG Preventing Plastic Pollution.

For Phase 4, engagement materials will be disseminated to the North West River Basin district and coastal partnerships, through innovative approaches with specific focus on communities and groups which may fall outside of previous engagement focus.

This will include communication of international and national policy, government initiatives, science and actions. It will also include the communication of local information such as sources and pathways of plastic pollution in North West rivers and coastline. The project will share the methodology being developed by the INTEREG Preventing Plastic Pollution project to identify hotspots for the sources and pathways of plastics within aquatic ecosystems.

Materials will be developed which will be made available to partners and stakeholders to develop their own campaigns and to widen the reach within the community to groups not previously focussed on for environmental messaging.

* Stakeholder and Previous Engagement Analysis across the NW River Basin District:

The project will undertake a stakeholder and previous engagement analysis to determine key focus groups and areas of society where previous engagement has not resulted in behaviour change. The analysis will focus on stakeholders who have an interest in Macro-Plastics, but also stakeholders where existing links don’t yet exist such as large employers (Civil Service etc) and draw the link between people’s behaviour (both in-land and coastal) and the health of aquatic ecosystems.

* Horizon scanning:

Working with the Environment Agency’s Evidence team and Plastic and Sustainability team, Catchment Co-Ordinators and others as appropriate; Up to date policy, research and outreach materials will be collated. In addition, identification of alternative engagement tools should be explored with emphasis on suggesting innovative new methods of engagement, to reach ‘missed’ audiences.

* Communication and dissemination:

A communications plan will be developed and initiated to enable stakeholders to facilitate their own local campaigns supporting the wider messaging developed through this project, this will include evidence backed messages, innovative resources, outreach materials and potentially proactive clean ups.

A minimum of 8 newsletters (to be made available electronically) will be created and 4 workshops hosted, which should include an expert speaker (such as Tom ‘The Blowfish’ Hird), with specific focus on disseminating these messages through innovative techniques to audiences who wouldn’t ordinarily interact with environmentally focused groups.

Implemented network will be created to build and implement knowledge exchange, campaign sharing and connecting people to the blue planet at a regional scale. The project will seek to work with partners to communicate with new audiences (e.g. culture and religious groups/ small businesses) and large stakeholders (e.g. ports, tourist destinations, civil service, large employers). This may include innovative new ways of communicating through language, messages and media options.

All communications developed should be of high impact content and result in an audience who are encouraged to act and inspire others.

### Timescales/Deadlines

Stakeholder Analysis – Jan 2023

Communication Plan – Jan 2023

Newsletter / Project Overview Documents – Oct 2023

### Skills of Personnel Required

# Excellent Communication skills (written and verbal)

Ability to work collaboratively

Innovative and creative

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency by Simon Bennett, Catchment Co-Ordinator, simon.bennett@environment-agency.gov.uk, Tel: 07920 535860

This contract will be managed through monthly review meetings and review of the reports/recommendations as detailed in the outputs. Informal calls can be arranged with the Project Manager at any point throughout the contract.

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

We expect to be invoiced after each key deliverable has been completed to a standard approved by the Environment Agency.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager, on request. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

**Section 7**

**Sustainability Considerations**

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society and it is intent on raising awareness amongst industry and commerce.

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

* + - Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post consumer waste and printed double sided.
		- Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
		- Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
		- Efficient Energy and Water Use.
		- Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the on site facilities officer.
		- Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

**Diversity and Equal Opportunities**

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities.  As a public body, we publish regular information about what our equality objectives are and how we’re meeting them.

<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

**Health and Safety**

Contractors will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

**IEM2020:**

## Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

**Supply chain**

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system; driving environmental performance improvements across the value chain.

## Section 8

### Additional Information

### Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

### Accuracy of documentation

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Environment Agency for any omission or errors in the documentation which could have been identified by you.

### Amendments to documentation

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

### Alternative Offers

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

## Continuity of personnel

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced.

## Intellectual property rights

All results, including material and tools produced, developed or paid for under this contract shall be the property of the Environment Agency.

## References

The Environment Agency may request recent and relevant references prior to the award of the project.

**Contract award**

This Request for Quote is issued in good faith but we reserve the right not to award any or all of this work.

### DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

## Protection of personal data

In order to comply with the Data Protection Act 1998 the Contractor must agree to the following:

* You must only process the personal data in strict accordance with instructions from the Environment Agency.
* 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.

# APPENDIX A - PRICING SCHEDULE

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

**Please remove the pricing schedules you do not require.**

**Staff Costs**

Please detail the day rates of your proposed personnel in the table below.

(Please also advise how many hours you constitute a working day)

**Example 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title/Grade**  | **Day Rate** | **No of Days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  | £ |  |

**Example 2**

Please detail your task costs in the table below.

|  |
| --- |
| **Cost Proposal (To be completed by Supplier)** |
| **Tasks** | **Hourly Rate** | **No of Hours** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Staff Costs  |  |
| **Expenses (please detail type, i.e. travel etc)** |  |
| **Discounts applied (please detail)** |  |
| **Total Overall Cost**  |  |

**Other costs**

Please state any other costs that will need to be taken into consideration.

|  |  |
| --- | --- |
| **DESCRIPTION** | **COST** £ |
| **1. Other costs (please detail)** |  |
| **2. Other costs (please detail)** |  |
| **3. Other costs (please detail)** |  |
| **TOTAL**  |  |

**Discounts, rebates and reductions**

Please detail below any discounts, rebates and other reductions you are prepared to offer and the basis of those incentives

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT**£ |
|  |  |
|  |  |
|  |  |
| **TOTAL**  |  |

**Total Overall Cost**

Please detail the total fixed cost for the project

|  |  |
| --- | --- |
| **ITEM** | **TOTAL AMOUNT**£ |
| **Staff Costs** |  |
| **Other Costs** |  |
| **Discounts/reductions** |  |
| **TOTAL Overall Cost** |  |

The following limits will be applicable to all claims for travel and subsistence under this contract:

1. Travel by rail: standard class should be used at all times
2. Travel by car: 45 pence/mile

Hotel bookings should be made through the Environment Agency’s corporate travel contract. Details of this contract are available from the Corporate Contracting Team.

When making reservations you should state that you are a contractor working on Environment Agency business.

Hotel charges must not exceed a maximum limit per night bed and breakfast (VAT included) of: £140 in London; £100 in Bristol; £90 in Warrington; £85 in Reading; £75 in Aberdeen, Birmingham, Belfast, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Sheffield and York; and £70 in all other destinations. Please note that these hotel ceiling rates are subject to change throughout the life of the contract.

Expenditure on dinner during an overnight stay must not exceed a maximum limit of £25, including a drink.

Receipts for all rail travel, hotel and food expenses will be required as proof of expenditure and will be reimbursed at cost. No profit or additional cost shall be applied by the contractor to such personal expenses.

**APPENDIX B - PRIOR RIGHTS SCHEDULE**

Details of Prior Rights held by the Parties (To be updated as Rights are introduced during the period of the Contract)

Prior Rights owned or lawfully used by a Party, whether under licence or otherwise, which it introduces to the Project for the purposes of fulfilling its obligations under the Contract

Held by the Environment Agency

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project**  | **Proprietary owner of the Prior Rights** |
|  |  |  |
|  |  |  |
|  |  |  |

Held by the Contractor

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project**  | **Proprietary owner of the Prior Rights** |
|  |  |  |
|  |  |  |
|  |  |  |

**Explanation of Contractor's Prior Rights**
All Intellectual Property Rights owned by or lawfully used by the Contractor, whether under licence or otherwise before the date of this Contract. It can also mean any invention and know how or other intellectual property (whether or not patentable) owned by one of the parties prior to the commencement of the Project, or devised or discovered by one of them only in the course of other projects during the Project period and not arising directly from the Project.

**APPENDIX C – ACCEPTANCE OF TERMS AND CONDITIONS**

I/We accept in full the terms and conditions named in Section 2 and appended to this Request for Quote document.

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

Name

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

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

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

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