**Request for Quotation**

tNCEA Small stream macrophyte surveys 2024/25.

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 addresses by:

Email: [luke.walters1@environment-agency.gov.uk](mailto:luke.walters1@environment-agency.gov.uk) and [mike.fraser@environment-agency.gov.uk](mailto:mike.fraser@environment-agency.gov.uk)

Date: 16/08/2024

Time: 16:00

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timetable**

Luke Walters and Mike Fraser 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.

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| **Action** | **Date** |
| Date of issue of RFQ | 01/08/2024 at [16:00 BST / GMT] |
| Deadline for clarifications questions | 14/08/2024 at [16:00 BST / GMT] |
| Deadline for receipt of Quotation | 16/08/2024 at [16:00 BST / GMT] |
| Intended date of Contract Award | 22/08/2024 |
| Intended Contract Start Date | 23/08/2024 |
| Intended Delivery Date / Contract Duration | 23/08/2024 to 31/12/2024 |

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):

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

Conditions applying to the RFQ

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

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

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

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

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

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

Amendments

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

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

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

Conditions of Contract

The Authority’s Standard Good and Services Terms & Conditions can be located on the [Environment Agency website](https://www.gov.uk/government/organisations/environment-agency/about/procurement#conditions-of-contract) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

Prices

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

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Sub Central Contracting Authority with a publication threshold of £30,000 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 the Environment Agency 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 of Requirements

Background to the Environment Agency

The Environment Agency (EA) is working in collaboration with other Defra organisations on the terrestrial Natural Capital Ecosystem and Assessment (tNCEA) programme. The NCEA is a comprehensive and long-term programme to transform landscape decision-making in England by providing a rich picture of the state of our terrestrial and marine environments and how they are changing.

This programme will deliver:

- High quality data on the location and condition of natural capital assets and ecosystems in England, and how these are changing over time.

- Comprehensive assessment and modelling which enhances our understanding of the state of the natural environment.

- A single source of standardised information that is up-to-date, transparent and openly accessible for everyone.

Project Title - NCEA SSN Macrophyte Surveys 24/25

Background to the specific work area relevant to this purchase

The Environment Agency (EA) is developing a series of new monitoring networks as part of the Natural Capital and Ecosystem Assessment (NCEA) project. One of these covers small streams, including macrophyte surveys. These surveys need to be completed by 30th September 2024.

Whilst not always the case, most small streams sites will be between 0.2-2m in width, and many shaded. Compared with a macrophyte survey on a large main river with limited shading, these surveys will be much quicker to complete.

A brief overview of timescales is given below.

Requirement

1. Plan the delivery of small stream macrophyte survey work, obtaining appropriate permissions and licences where required from landowners and relevant parties prior to surveys. Environment Agency staff can assist with initial landowner contact, with ongoing liaison around delivery of surveys then managed by the contractor.
2. Supplier to provide a plan of delivery prior to commencement of work detailing which sites will be surveyed and when.
3. Organise and undertake macrophyte surveys of 90 small stream sites in England from the EA NCEA SSN network (or a proportion of these should the supplier which to make a partial bid), using the method outlined in the Environment Agency document LIT15513 ‘surveying freshwater macrophytes in rivers’. Each section of stream/river is to be surveyed within the period August 2024 – 30th September 2024. Survey locations are within Environment Agency areas: Yorkshire (PRIORITY), the Northeast (PRIORITY), Thames, East Anglia, Solent and South Downes.
4. Provide quality assured data (in accordance with LIT13242 Quality assurance scheme for macrophyte monitoring in rivers) in an electronic format as specified to facilitate the load of data to BIOSYS (the data must be returned as per the ‘Data Transfer Standard’ Document with a separate Excel file used for each small streams data).

The full list of sites to be surveyed is available in Annex 1.

1. Please provide a cost to complete all the surveys; this is the costs that will be used for bid evaluation. However, if you wish to only take on some of the surveys, you may supply an additional quote just for this work.
2. The successful contractor(s) will be asked to provide evidence of the Health and Safety procedures they have in place for field work, prior to the start of the contract, and these procedures must conform to the EA’s own Health and Safety standards. This includes providing an overarching risk assessment for macrophyte surveys.
3. Macrophyte identification / competency – Staff leading the survey activities (at least 1 person on every survey) are able to demonstrate that they have extensive experience of carrying out freshwater macrophyte surveys regularly each year using the specified methods and that they have suitable skills to enable all plant species encountered to be identified accurately (this may include having access to national experts for confirmation purposes). Ideally these identification skills will have been developed and confirmed by a recognised training programme / national expert or through a formal accreditation process This includes but is not limited to species of Potamogeton hybrids. Where confident identification of specimens in the field is not possible, voucher specimens must be collected and species identification confirmed by acknowledged experts. Experience of delivering surveys on a full range of freshwater habitats found in England is essential.
4. Quality assurance. Tendering organisation is able to clearly define what quality control procedures are in place to ensure that the quality of survey data collected through this contract are to the standard required. This includes staff training and maintaining competence levels as well QA of the data collection, data collation and archiving.
5. Project experience – Tendering organisation is able to demonstrate that it has previous experience managing the delivery of similar contracts carrying out surveys of macrophytes on a national scale in a short survey window following WFD protocols. This particularly includes being able to plan and organise the delivery of the work with the respect to obtaining access permissions with landowners and authorities.
6. Project delivery. Tendering organisation is able to clearly demonstrate that it has resource and contingency in place to deliver the full contract (or whatever portion is bid for) within the required deadline. This includes having sufficiently trained and experienced staff available to undertake the delivery of the field work and also experts on hand for confirmation of specimens and the ability to return the data in the required format by the deadline.
7. Data return – Tendering organisation is able to demonstrate that they will return the data in a format that is acceptable to the Environment Agency.
8. Sustainability – Tendering organisation demonstrates that the contract is being delivered in the most sustainable manner both in terms of environmental impact and cost.
9. Biosecurity - Organisation can demonstrate that it has a rigorous and robust processes in place to prevent the spread of invasive none native species during the completion of this project.

The contractor(s) will be expected to maintain regular communication with the EA project manager, providing regular updates on the plans for delivery as well as progress reports throughout the duration of the contract. The project manager and or local ecology staff from the EA may visit sites with the contractor to observe survey methods in practice and must be accommodated where practically possible.

Ownership (IPR) and future use of the data (including photos) will rest with the Environment Agency, but it is intended that the data will be made widely available and freely shared.

We do not require a detailed description of field methods in your proposal, since the supplier will be required to follow the method specified. Surveys should be delivered entirely using wading and grapnels / rakes/ viewing aids.

Sustainability

The Environment Agency protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project

Tenders will be evaluated with the following weighting: Technical 60%, commercial 40%.

Outputs and Contract Management

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Responsible Party | Date of completion | Payment Schedule |
| Start up meeting | Customer/Contractor | W/E 1st September 2024 |  |
| Landowner contact (where required) | Contractor | 30th September 2024 |  |
| Macrophyte surveys | Contractor | 30th September 2024 | 50% |
| Survey data formatted and shared with EA for entry into BIOSYS | Contractor | 22nd November 2024 |  |
| QA checks complete | Customer/Contractor | 31st December 2024 | 50% |

August/September 2024– Start up meeting between project officer and supplier

Weekly contact thereafter with summary progress emails and teleconferences on alternating weeks (i.e. weeks 1 and 3 email, 2 and 4 video call).

1. W/E 22nd November 2024 – Survey data sharing deadline and end of contract

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. 50% of the total to be invoiced once agreed survey work has been completed and the remaining 50% once a QA'd dataset is received.

It is anticipated that this contract will be awarded for a period of 6 months to end no later than 31/12/2024.

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.

Annex 1:

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| --- | --- | --- |
| 1. **A**rea | 1. **Site Name** | **NGR (6 Figure only)** |
| 1. NATDEF38-EAN | 1. SSN0083 DRAIN NEAR POCKTHORPE (WENSUM) - FOULSHAM STREAM | 1. TG043243 |
| 1. NATDEF38-EAN | 1. SSN0179 CHELMER | 1. TL730061 |
| 1. NATDEF38-EAN | 1. SSN0196 PADBURY TRIB NR OXLANE BRIDGE - PADBURY BROOK TRIBUTARY GAWCOTT | 1. SP704304 |
| 1. NATDEF38-EAN | 1. SSN0727 STOUR (ANG) | 1. TL923324 |
| 1. NATDEF38-EAN | 1. SSN1283 HAM CREEK DECOY WOOD NEAR SNAPE - FROMUS | 1. TM418587 |
| 1. NATDEF38-EAN | 1. SSN1284 OPPOSITE PRIORY FARM - OUSE (TOVE) | 1. SP955522 |
| 1. NATDEF38-EAN | 1. SSN1331 STREAM NEAR CODHAM HALL LANE GT.WARLEY - MARDYKE WEST | 1. TQ585891 |
| 1. NATDEF38-EAN | 1. SSN1363 DRAIN NEAR HORNINGTOFT (WENSUM) - WENSUM | 1. TF929229 |
| 1. NATDEF38-EAN | 1. SSN1367 D'ARCY STREAM NEAR TOLLESHUNT D'ARCY - BLACKWATER | 1. TL932107 |
| 1. NATDEF38-EAN | 1. SSN1379 TRIB.R.TER NEAR BANNISTER GREEN - TER | 1. TL689205 |
| 1. NATDEF38-EAN | 1. SSN1475 WENDLING BECK | 1. TF987117 |
| 1. NATDEF38-EAN | 1. SSN1479 U/S FOULDEN STW - FOULDEN STREAM | 1. TL757990 |
| 1. NATDEF38-NEA | 1. SSN0013 ASH GILL AT KIRKLEATHAM WALLED GARDEN - DABHOLM CUT | 1. NZ595217 |
| 1. NATDEF38-NEA | 1. SSN0045 HET HILL BURN UPSTREAM OF CONF OF BREAMISH - BREAMISH | 1. NT975150 |
| 1. NATDEF38-NEA | 1. SSN0121 GREENLESS BECK UPSTREAM OF CONF OF SPURLSWOOD BECK - SPURLSWOOD BECK | 1. NZ057278 |
| 1. NATDEF38-NEA | 1. SSN0125 SMALL TRIB OF DARGUES BURN NEXT TO ROMAN CAMP - DARGUES BURN | 1. NY857935 |
| 1. NATDEF38-NEA | 1. SSN0162 MILL STREAM AT RYE HILL - NORTH TYNE | 1. NY894709 |
| 1. NATDEF38-NEA | 1. SSN0178 SNAISGILL SIKE AT WOODBINE COTTAGES - TEES TRIB | 1. NY954269 |
| 1. NATDEF38-NEA | 1. SSN0185 MOUSEY BURN AT BLACK HURWORTH FARM - SKERNE | 1. NZ412345 |
| 1. NATDEF38-NEA | 1. SSN0189 SHEDDING SIKE AT SHEDDING KNOWE - BELLING BURN | 1. NY700926 |
| 1. NATDEF38-NEA | 1. SSN0669 BLUE BURN UPSTREAM OF CONF OF FOREST BURN - FOREST BURN | 1. NZ058958 |
| 1. NATDEF38-NEA | 1. SSN0717 MILKWELL BURN UPSTREAM OF CONF OF RIVER DERWENT - MILKWELL BURN | 1. NZ115568 |
| 1. NATDEF38-NEA | 1. SSN1341 BELL KNOWNE CONF. REDE - REDE | 1. NY883853 |
| 1. NATDEF38-NEA | 1. SSN1357 BIRK WOODS, TRIB STOCKLEY BECK - WEAR | 1. NZ181381 |
| 1. NATDEF38-NEA | 1. SSN1378 THORNHOPE BURN AT HIGH THORNHOPE - SOUTH TYNE | 1. NY680500 |
| 1. NATDEF38-NEA | 1. SSN1405 LOW CARRY DITCH AT LOW CARRY - NORTH TYNE | 1. NY859792 |
| 1. NATDEF38-NEA | 1. SSN1437 THROATWOOD BURN AT THROAT WOOD - COQUET | 1. NU106009 |
| 1. NATDEF38-NEA | 1. SSN1442 THIEF SIKE AT COCKERSHIELD - ROWLEY BURN | 1. NY891550 |
| 1. NATDEF38-NEA | 1. SSN1465 ALUM BECK AT CHRUCH FARM - ALUM | 1. NZ506046 |
| 1. NATDEF38-NEA | 1. SSN1485 COMBHILLS DOWNSTREAM OF CONF OF COLPITTS BURN - HEASTON BURN (MARCH BURN) | 1. NY977569 |
| 1. NATDEF38-NEA | 1. SSN1501 NESBIT BURN UPSTREAM OF POND - TILL | 1. NT988342 |
| 1. NATDEF38-SSD | 1. SSN0119 TRIB OF LONGFORD STREAM AT PARK FARM - LONGFORD STREAM | 1. TQ352190 |
| 1. NATDEF38-SSD | 1. SSN0186 MINE PIT COPSE OFF VANN ROAD - LOD (TRIB) | 1. SU871283 |
| 1. NATDEF38-SSD | 1. SSN0654 BELDHAMLAND COPSE - NEWPOUND COMMON TRIB, ARUN | 1. TQ039294 |
| 1. NATDEF38-SSD | 1. SSN0734 TRIB OF DANES STREAM BLACKBUSH COPSE - TRIB OF DANES STREAM | 1. SZ279929 |
| 1. NATDEF38-SSD | 1. SSN1326 DUN TRIB BENTLEY WOOD - DUN, BENTLEY WOOD TRIB | 1. SU244289 |
| 1. NATDEF38-SSD | 1. SSN1335 COSTELLS WOOD - COSTELLS WOOD STREAM, OUSE TRIBUTARY | 1. TQ363242 |
| 1. NATDEF38-SSD | 1. SSN1358 ALDINGBOURNE RIFE, ROWAN WAY - ALDINGBOURNE RIFE, NORTH BERSTED TRIB | 1. SU927011 |
| 1. NATDEF38-SSD | 1. SSN1422 ADVERSANE TRIB GESS GATES FARM - ADVERSANE TRIB, ARUN | 1. TQ075234 |
| 1. NATDEF38-SSD | 1. SSN1438 TRIB OF SHORWELL STREAM LIMERSTONE FARM - SHORWELL STREAM | 1. SZ440823 |
| 1. NATDEF38-THM | 1. SSN0014 ENTON GREEN TRIB - OCK(SURREY) | 1. SU959394 |
| 1. NATDEF38-THM | 1. SSN0015 120M U/S FOOTPATH - SHUTFORD GROUNDS FARM STREAM | 1. SP381407 |
| 1. NATDEF38-THM | 1. SSN0187 ABOVE DORN AT B4030 - BARTON BUSHES STREAM | 1. SP460251 |
| 1. NATDEF38-THM | 1. SSN0203 BURSTOW PARK FARM - MOLE (THAMES) | 1. TQ317470 |
| 1. NATDEF38-THM | 1. SSN0207 D/S STATION ROAD - KINGHAM STREAM | 1. SP258230 |
| 1. NATDEF38-THM | 1. SSN0655 CHIMNEY MEADOWS - CHIMNEY DITCH | 1. SP356008 |
| 1. NATDEF38-THM | 1. SSN0699 50M U/S CHERWELL - TACKLEY STREAM | 1. SP483194 |
| 1. NATDEF38-THM | 1. SSN1359 600M D/S A34 - MERE DYKE SOUTH TRIB | 1. SU468948 |
| 1. NATDEF38-THM | 1. SSN1390 ABOVE NEWTOWN CHURCH - NEWTOWN BROOK | 1. SU475635 |
| 1. NATDEF38-THM | 1. SSN1403 DUDGROVE FARM - DUDGROVE FARM STREAM | 1. SU187966 |
| 1. NATDEF38-YOR | 1. SSN0001 SKELFLEET DRAIN - BLACK/ SKELFLEET DRAIN | 1. SE865332 |
| 1. NATDEF38-YOR | 1. SSN0021 WEST HALL BECK NEAR NESFIELD - WEST HALL BECK | 1. SE088504 |
| 1. NATDEF38-YOR | 1. SSN0037 BLOWELL DRAIN AT SOUTH MOOR - BLOWELL DRAIN | 1. SE542215 |
| 1. NATDEF38-YOR | 1. SSN0049 STREAM DIKE AT CAMPSALL - STREAM DIKE | 1. SE547133 |
| 1. NATDEF38-YOR | 1. SSN0081 MANOR FARM DRAIN - MANOR FARM DRAIN | 1. TA144467 |
| 1. NATDEF38-YOR | 1. SSN0085 SESSAY WOOD BECK - SESSAY WOOD BECK | 1. SE466731 |
| 1. NATDEF38-YOR | 1. SSN0101 HAY DIKE TRIB OF RIVER WHARFE - WHARFE | 1. SE465458 |
| 1. NATDEF38-YOR | 1. SSN0109 LONG RIGG BECK AT RIGG HALL FARM - RIGG MILL BECK | 1. NZ915052 |
| 1. NATDEF38-YOR | 1. SSN0114 NEY GILL TRIB OF WHITSUNDALE BECK - WHITSUNDALE BECK | 1. NY855029 |
| 1. NATDEF38-YOR | 1. SSN0117 HOWDEN GILL UPSTREAM HOWDEN LODGE FORD - HOWDEN GILL | 1. SE043846 |
| 1. NATDEF38-YOR | 1. SSN0129 BEGGAR'S BUSH DRAIN TRIB OF WEIGHTON BECK - WEIGHTON BECK | 1. SE888434 |
| 1. NATDEF38-YOR | 1. SSN0165 LODGE BECK TRIB OF PARK BECK - PARK BECK | 1. SE343509 |
| 1. NATDEF38-YOR | 1. SSN0193 HACKING DRAIN TRIB OF THE BECK/BIELBY BECK - THE BECK/BIELBY BECK | 1. SE723432 |
| 1. NATDEF38-YOR | 1. SSN0209 YOULTHORPE BECK TRIB OF GOWTHORPE BECK - GOWTHORPE BECK | 1. SE761540 |
| 1. NATDEF38-YOR | 1. SSN0641 OLD HALL DRAIN TRIB OF RIVER DERWENT - DERWENT (DALES) | 1. SE700494 |
| 1. NATDEF38-YOR | 1. SSN0645 ROMS CLOUGH TRIB OF CRIMWORTH DEAN - CRIMSWORTH DEAN BECK | 1. SE007324 |
| 1. NATDEF38-YOR | 1. SSN0657 TRIB OF BULMER BECK - SPITTLE/BULMER/INGS BECKS | 1. SE690693 |
| 1. NATDEF38-YOR | 1. SSN0661 LONG BECK AT WASS - LONG BECK | 1. SE554791 |
| 1. NATDEF38-YOR | 1. SSN0677 DAUBER GILL AT STEPPING STONES - DAUBER GILL | 1. SE148688 |
| 1. NATDEF38-YOR | 1. SSN0685 CLOUGHTON BECK AT HOOD LANE - CLOUGHTON BECK | 1. TA015955 |
| 1. NATDEF38-YOR | 1. SSN0709 SHAW BECK - GUISLEY/ NUN ROYD/ SHAW BECK | 1. SE199416 |
| 1. NATDEF38-YOR | 1. SSN0721 SMALLWOOD BECK AT CHALYBEATE SPRING - SMALLWOOD BECK | 1. SE089928 |
| 1. NATDEF38-YOR | 1. SSN0725 TRIB OF COD BECK AT RICHMOND FARM - TRIB OF COD BECK | 1. SE415769 |
| 1. NATDEF38-YOR | 1. SSN0726 MOOR GILL US WINTERBURN BECK - ESHTON/ WINTERBURN/ HETTON/ FLASBY BECKS | 1. SD935593 |
| 1. NATDEF38-YOR | 1. SSN0737 ROMELEY WOOD DRAIN TRIB OF HAWKE BROOK - HAWKE BROOK | 1. SK467749 |
| 1. NATDEF38-YOR | 1. SSN1281 BISHOPSOIL DRAIN - BISHOPSOIL/ CARR DRAIN | 1. SE838294 |
| 1. NATDEF38-YOR | 1. SSN1285 CLIFFE HOUSE BECK SHEPLEY - CLIFFE HOUSE BECK | 1. SE191094 |
| 1. NATDEF38-YOR | 1. SSN1329 WEST GREEN DIKE | 1. SE378084 |
| 1. NATDEF38-YOR | 1. SSN1333 AKEBAR BECK - AKEBAR BECK | 1. SE1899048 |
| 1. NATDEF38-YOR | 1. SSN1345 ALLERTHORPE DRAIN NEAR BARMBY MOOR - POCKLINGTON BECK | 1. SE780484 |
| 1. NATDEF38-YOR | 1. SSN1361 THIRTLEBY AND WYTON DRAIN - GANSTEAD DRAIN | 1. TA158344 |
| 1. NATDEF38-YOR | 1. SSN1365 MYTON PASTURE STELL - MYTON PASTURE STELL | 1. SE429681 |
| 1. NATDEF38-YOR | 1. SSN1381 TRIB OF DORTS DIKE - DORTS DIKE | 1. SE498391 |
| 1. NATDEF38-YOR | 1. SSN1382 STRANS GILL US WHARFE CONFLUENCE - STRANS GILL | 1. SD916784 |
| 1. NATDEF38-YOR | 1. SSN1389 TRIB OF PICKERING BECK - PICKERING BECK | 1. SE838945 |
| 1. NATDEF38-YOR | 1. SSN1425 TRIB OF WHITECARR BECK - WHITECARR BECK | 1. SE605649 |
| 1. NATDEF38-YOR | 1. SSN1429 ABBEY BANK WOOD STREAM - LONG BECK | 1. SE544792 |
| 1. NATDEF38-YOR | 1. SSN1453 MILL BECK ON KIRK MOOR - MILL BECK | 1. NZ943026 |
| 1. NATDEF38-YOR | 1. SSN1477 TRIB OF GILL BECK BAILDON - GILL BECK (BAILDON) | 1. SE152409 |
| 1. NATDEF38-YOR | 1. SSN1489 KELDY BECK TRIB OF SUTHERLAND BECK | 1. SE776915 |

Evaluation Methodology

Key personnel who will be directly involved with this contract.

Measurement of success/capacity for each deliverable.

Quality Assurance measures.

Management of Health and Safety.

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.

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| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Key personnel | 1 Question  Q1 25% of technical score available) |
| Quality Assurance measures | 2 Questions  Q2 (25% of technical score available) |
| Health & Safety | 1 Question  Q3 (25% of technical score available) |
| Measurement of success/capacity for each deliverable | Question Q4 (25% of technical score available) |
| Commercial | 40% | Whole life cost of the proposed Contract |  | 100% of commercial score available |

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:

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

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

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

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| Key personnel | Detailed Evaluation Criteria |
| Q1. Please provide details of who will deliver this work along with their relevant experience. | Your response should:  1) Include overview of key personnel who may deliver/lead this work  2) Give their relevant background and competency to deliver the work.  3) Provide any relevant professional qualifications of surveyors.  4)Give examples of similar surveys you have undertaken. |

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| Quality Assurance measures | Detailed Evaluation Criteria |
| Q2 Please confirm how you will demonstrate how they would ensure accurate macrophyte ID | Responses should include:   1. Internal training processes 2. Internal QA procedures |

|  |  |
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| Health and safety | Detailed Evaluation Criteria |
| Q3. Please provide risk assessments for carrying out small streams macrophyte surveys with mitigating actions as appropriate. | Your response should:  1) Sufficiently cover all aspects of health, safety and wellbeing of staff  2) Have appropriate mitigating actions to ensure safe working.  3) Demonstrate suitable and in date safety certificates for equipment. |

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| Measurement of success/capacity for each deliverable | Detailed Evaluation Criteria |
| Q4. Please outline which of the waterbodies you would be able to survey by 30th September 2024. | Your response should outline which waterbodies you are confident in surveying by the close of the survey window.  If you are unable to survey all the waterbodies, please outline which you can achieve. Yorkshire and the north east areas are our priority for delivery ideally. |

Commercial (40%)

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x 40% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 60% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

Award

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

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

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

Part 1.1 Potential Supplier Information:

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

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

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| **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. |  |
|  | Corruption. | If yes please provide details at 2.1 (b) |
|  | Fraud. | If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | 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) |  |
| 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? |  |
| 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**

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| **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? | If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | 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? | 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) |  |

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**Annex 2 Acceptance of Terms and Conditions**

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

Name

Signature

Print Name

Position

Date