Request for Quotation

Investigation into potential recreational disturbance on the South Pennines Moors

Date: July 2023



**Request for Quotation**

**Investigation into potential recreational disturbance on the South Pennines Moors**

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**: [NatureRecoveryYorksNLincs@naturalengland.org.uk](mailto:NatureRecoveryYorksNLincs@naturalengland.org.uk)

**Date:** 12th September 2023

**Time:** Noon

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

Rachel Palfrey will be your contact 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 | 28th July 2023 |
| Deadline for clarifications questions | 18th August 2023 at 12:00 GMT |
| Deadline for receipt of Quotation | 12th September 2023 at 12:00 GMT |
| Intended date of Contract Award | 18th September 2023 |
| Intended Contract Start Date | W/C 25th September 2023 |
| Intended Delivery Date / Contract  Duration | 27th Mar 2024 or W/C 25th  September 2023 to 27th Mar 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):

|  |  |
| --- | --- |
|  |  |
| “Authority” | means Department for Environment, Food and Rural Affairs acting as part of Natural England |
| “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 supplier terms and conditions 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 Department for Environment, Food and Rural Affairs acting as part of 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 of Requirements

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/)

**Background to NE**

Natural England is the government’s adviser for the natural environment in England. It is an executive non-departmental public body, sponsored by the Department for Environment, Food and Rural Affairs.

Our purpose is to help conserve, enhance and manage the natural environment for the benefit of present and future generations, thereby contributing to sustainable development.

Our vision is ‘Thriving Nature for people and planet’ which we aim to achieve through our mission ‘Building partnerships for Nature’s recovery’.

Our priorities support our mission and the ambitions of the Government’s [25 Year Environment Plan](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693158/25-year-environment-plan.pdf). NE aims that are relevant to this contract include:

* A well managed Nature Recovery Network (NRN) across land, water and sea, which creates and protects resilient ecosystems rich in wildlife and natural beauty, enjoyed by people and widely benefiting society.
* People connected to the natural environment for their own and society’s wellbeing, enjoyment and prosperity.
* Nature-based Solutions contributing fully to tackling climate challenge and wider environmental hazards and threats.
* Improvements in the natural capital that drives sustainable economic growth, healthy food systems and prospering communities.
* Evidence and expertise being used by a broad range of partnerships, organisations and communities to achieve nature recovery.

**Background to the specific NE work area relevant to this purchase**

Within the Conservation of Habitats and Species Regulations 2017 (as amended by The Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019) ('the Habitats Regulations') Natural England has several important statutory duties and responsibilities particularly around the protection of plants, animals and habitats that are rare or vulnerable in a European context.

This strict protection means issues relating to European sites and housing growth must be checked and addressed, until assessment work is able to either rule out likely significant effects or rule out adverse effects on the integrity of the European sites (unless under exceptional circumstances). One of the issues associated with increased housing growth in an area is disturbance to birds and damage to habitats from recreational activities. This is a recognised challenge within Natural England. Recreational disturbance (such as bird disturbance from dog walking) and related pressures (erosion through trampling, increased fire risks etc.) has been shown to damage the interest features of the designated sites and previous studies (within Britain) have shown that the majority of visitors were shown to live within 10km of the sites and therefore had the greatest ‘in combination’ potential to create impacts.

**South Pennine Moors**

The conservation designations of the South Pennine Moors reflect both their national and international importance for habitats and species. Currently the South Pennine Moors are designated as a Special Area of Conservation (SAC), Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI). The contract area will include the Peak District Moors (South Pennine Phase 1) SPA, South Pennine Moors Phase 2 SPA, South Pennine Moors SAC and their associated SSSIs (South Pennine Moors SSSI, Dark Peak SSSI, Eastern Peak District Moors SSSI, Leek Moors SSSI, Goyt Valley SSSI).

* These sites are the largest area of unenclosed moorland within West Yorkshire and contains the most diverse and extensive examples of upland plant communities in the county.
* Three habitat types which occur on the sites are rare enough within Europe to be listed on Annex 1 of the EC habitats and Species Directive (92/43) EEC.
* This mosaic of habitats supports a moorland breeding bird assemblage which, because of the range of species and number of breeding birds it contains, is of regional, national, and international importance.

At present, the condition of the habitat and species featured within the South Pennine Moors SSSI are classed as being in unfavourable – recovering condition, with less than 14% assessed as being in favourable condition. Natural England is working to improve the condition of the habitat and species features towards favourable condition in accordance with the Environmental Improvement Plan. There are several causes of unfavourable condition which can be linked directly through habitat management, or indirectly from external pressures on the site such as recreational disturbance or poor air quality. This contract will focus on the recreational disturbance pressure on the designated habitat and species features of the site.

To manage recreational disturbance Bradford City Council have produced the South Pennine Moors SPA/SAC Planning Framework SPD ([Link to SPD](https://www.bradford.gov.uk/Documents/South%20Pennine%20Moors%20SPD/South%20Pennine%20Moors%20SPA%20SAC%20Planning%20Framework%20SPD%20(Adopted%20January%202022).pdf)) to provide guidance and information to enable planning officers and developers to understand the necessary steps that need to be taken to ensure compliance with the Conservation of Habitats and Species Regulations 2017.

There are suggestions that recreational disturbance may be impacting other locations in the wider South Pennines area. Cross boundary working at this scale can make it difficult for Natural England area teams to identify impacted locations.

**Outline work of team within NE seeking the goods or services**

This piece of work is being delivered by the Yorkshire and Northern Lincolnshire Natural England Area team in conjunction with the East Midlands and Cheshire to Lancashire Area Teams and the Strategy and Government Advice national team.

The Natural England Area Teams deliver most of our local and regional operations for all four of the major programmes (Resilient Landscapes and Seas, Connecting People with Nature, Greener Farming and Fisheries and Sustainable Development). This project also contributes towards our priority shifts:

* To drive the Nature Recovery Network.
* To develop strategic plans for places.
* To tackle barriers to nature.
* To be evidence and evaluation led.

This project sits within the Nature Recovery Network work area, operating on the basis of shared information, learning and collective problem solving. Locally based senior advisers are the chief conduit between the national Nature Recovery Network team and the area teams. They work to drive delivery of the Nature Recovery Network, support Local Nature Recovery Strategy roll out, develop partnerships and offer support and advice.

NE is an evidence-led and science-led organisation. We need the best available evidence to understand the impact of our interventions on the natural environment and to be able to report on and describe the state of and trends in the natural environment. Across the organisation, our role is to mobilise evidence from our own sources and from others, present it in a compelling and accessible ways, and make it available to shape our own decisions and those of partners, communities, businesses, and individuals across the country.

**Project purpose**

The purpose of this project is to provide a detailed assessment of the adopted and emerging Local Plans of authorities adjoining the South Pennine Moors (European Site), to identify the extent to which cumulative housing growth has the potential to generate recreational pressures for the South Pennine Moors (European Site).

**Project description**

The area covered includes the Peak District Moors (South Pennine Phase 1) SPA, South Pennine Moors Phase 2 SPA, South Pennine Moors SAC and associated SSSIs.

The project will need to collate existing data and information (legislative, ecological, and housing) which will then need to be analysed to determine likely impacts or uncertainties from recreational disturbance arising from housing growth.

If the study determines that housing growth is likely to contribute to significant recreational disturbance impacts on the South Pennine Moors, then the project will consider both the scale of impact and the required next steps. We would expect that this research will help determine the scale of any likely impacts (i.e., are they in specific localities, local planning authorities or across the whole landscape). Should the need for further information, evidence or data be required, the project will make recommendations about important locations to consider and detail next steps for this project consistent with the location and landscape. If sufficient evidence is available to determine the scale and extent of the impact, the project should outline mitigation proposals.

Data is likely to originate from a variety of organisations and systems, including local planning authorities, local record centres, GIS datasets and expert opinion, among others.

Examples of known approaches (such as the Bradford SPD) that have already been developed locally will be shared with the successful contractor.

This project will be a collaborative project, working with external stakeholders, including local planning authorities, local record centres and other organisations’ expert knowledge.

**Project outcome:**

The successful contractor will provide a final written report which includes:

* Context and a summary of current environmental and planning legislation which currently affects the Peak District Moors (South Pennine Phase 1) SPA, South Pennine Moors Phase 2 SPA, South Pennine Moors SAC and associated SSSIs.
* Initial GIS mapping of the area to identify access points, parking, and other relevant infrastructure within the South Pennines. Any newly created GIS data should be provided alongside the report.
* Surveys to determine number of visitors to the SPAs and SAC, demographic information, where people are travelling from, and type of recreational activity being undertaken.
* Collation of housing growth and local plan data across any relevant local authorities including an indication of projected housing growth within 10km and 20km of the South Pennine Moors boundary.
* Collation of ecological data for key species, habitats and condition where relevant to the analysis (below).
* A list of potential risks to South Pennines arising from recreational disturbance (due to increased housing growth) and an indication of their likely magnitude and/ or frequency.
* A list of potential mitigation measures, proportionate to the level of risk identified.

The successful contractor should anticipate presenting their findings to the project steering group and other interested parties.

Successful quotes will be expected to be in the region of £45k or less (including taxes).Suppliers must explain what data collection and analyses they will carry out and how that will deliver the required outputs within the specified timeframe and to budget. Tenders will be evaluated for value and cost effectiveness.

The contract will start the week beginning 25th September 2023 and will end on 27th March 2024.

This project will build on current thinking, more information on relevant projects will be shared with the successful contractor.

**Outputs and contract management**

**Supporting documentation**

Please supply:

* Answers to the technical questions (see below)
* H&S policy
* Environmental policy
* Public liability insurance
* Professional indemnity insurance
* CV’s for the project team

**Sustainability**

Natural England 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.

**Pricing schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | | Daily rate exc VAT | Number of days | Total Exc VAT |
| 1 | Context and a summary of current environmental and planning legislation which currently affects the Peak District Moors (South Pennine Phase 1) SPA, South Pennine Moors Phase 2 SPA, South Pennine Moors SAC and associated SSSIs |  |  |  |
| 2 | Initial GIS mapping of the area to identify access points, parking and other relevant infrastructure within the South Pennines. Any newly created GIS data should be provided alongside the report |  |  |  |
| 3 | Surveys to determine number of visitors to the SPAs and SAC, demographics, where people are travelling from, and type of recreational activity being undertaken |  |  |  |
| 4 | Collation housing growth and local plan data across any relevant local authorities including an indication of projected housing growth within 10km and 20km of the South Pennine Moors boundary |  |  |  |
| 5 | Collation of ecological data for key species, habitats, and condition where relevant to the analysis (below) |  |  |  |
| 6 | A list of potential risks to the South Pennines arising from recreational disturbance (due to increased housing growth), and an indication of their likely magnitude and/ or frequency |  |  |  |
| 7 | A list of potential mitigation measures, proportionate to the level of risk identified. |  |  |  |
| 8 Total excl VAT |  |  |  |  |

**Quote/Tender and contract timescales**

|  |  |
| --- | --- |
| Invitation to tender issue | 28th July 2023 |
| ITT’s return deadline | 12th September 2023 at 12:00 GMT |
| Evaluation | w/c 18th September 2023 |
| Contract award & decline | w/c 18th September 2023 |
| Contract start | w/c 25th September 2023 |
| Inception meeting | w/c 25th September 2023 |
| Draft report due to project officer in digital format via email | w/c 4th March 2024 |
| Final report due to project officer | 15th March 2024 |
| Wash up meeting | w/c 18th March 2024 |
| Contract completion | 27th March 2024 |

Regular teleconferences, likely to be every four weeks.

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

The final report should be delivered in standard word format. Any GIS digital information presented should be compatible with ESRI ArcGIS.

**Key contacts:**

Project officer: Ruth Brearley

Support officers: Rachel Palfrey

It is anticipated that this contract will end no later than 27/03/24. 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.

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. The invoice for the work will be submitted after all the work has been completed.

It is anticipated that this contract will be awarded for a period of 6 months to end no later than 27/03/24**.** 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

The bid will be evaluated based on price, and against the following criteria:

* A demonstration, in your own words, that you have clearly understood the requirements of this piece of work
* A demonstration of relevant experience of the project team personnel which demonstrates recent experience of carrying out similar pieces of work; and
* An outline of the method of how you propose to deliver this piece of work, including a justification for the methods proposed, a provisional project plan, you should include an indication of the input required from Natural England.
* A short assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated.

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

**Commercial – 50% Technical – 50%**

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

attached to each one, as shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | Maximum available score | Weighting | **Maximum length** |
| **Key personnel** | 100 | 20% | 800 words excluding CVs |
| **Methodology** | 100 | 40% | 800 words |
| **Understanding of NEs requirements** | 100 | 20% | 500 words |
| Management of Sustainability and social value | 100 | 10% | 500 words |
| **Health and Safety** | 100 | 10% | 500 words |

**Evaluation criteria**

Evaluation weightings are 50% technical and 50% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Criteria** | **Weighting (%)** | **Evaluation Topic & Weighting** | **Sub-Criteria** | **Weighted Question** |
| Technical | 50% | Service / Product Proposal | Methodology | 1 Question  Q1- Provide details of the methodology and approaches proposed to deliver the requirements of this project. (40% of technical score available. |
| Key personnel | 1 Question  Q2 - Provide details of the project team personnel proposed to deliver the requirements of this project. (20% of technical score available) |
| Understanding of requirements | 1 Question  Q3 - Demonstrate that you have clearly understood the requirements of this piece of work  (20% of technical score available) |
| Management of sustainability and social value | 1 Question  Q4 - Demonstrate 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 (10% of technical score available) |
| Health & Safety | 1 Question  Q5 - Ashort assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated. (10% of technical score available) |
| Commercial | 50% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q1 - Cost of contract (100% of commercial score available) |

Technical (**50**%)

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

|  |  |
| --- | --- |
| Methodology | Detailed Evaluation Criteria |
| Q1. Provide details of the methodology and approaches proposed to deliver the requirements of this project.  Responses should not exceed 800 words (excluding CVs) | Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| Key personnel | Detailed Evaluation Criteria |
| Q2. Provide details of the project team personnel proposed to deliver the requirements of this project.  Responses should not exceed 800 words | Your response should  1) Demonstrate relevant experience of the project team personnel which shows recent experience of carrying out similar pieces of work; |

|  |  |
| --- | --- |
| Understanding of requirements | Detailed Evaluation Criteria |
| Q3. Demonstrate, that you have clearly understood the requirements of this piece of work  Responses should not exceed 500 words | Your response should  1) Demonstration, in your own words, that you have clearly understood Natural England’s requirements of this piece of work |

|  |  |
| --- | --- |
| Management of sustainability and social value | Detailed Evaluation Criteria |
| Q4. Demonstrate 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  Responses should not exceed 500 words | Your response should  1) Demonstrate a clear understanding of the nature of the requirements. |

|  |  |
| --- | --- |
| Health and Safety | Detailed Evaluation Criteria |
| Q5. Ashort assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated.  Responses should not exceed 500 words | Your response should  1) Demonstration, that you have understood any potential risks for this project and explain how you would mitigate or manage these risks |

Commercial (**50**%)

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 50% (Maximum available marks)

**Technical**

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 50% (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)? | (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annex 3 Standard Terms and Conditions



Natural England is here to secure a healthy natural environment for people to enjoy, where wildlife is protected and England’s traditional landscapes are safeguarded for future generations.

Natural England publications are available as accessible pdfs from

[www.gov.uk/natural-england](http://www.gov.uk/natural-england).

Should an alternative format of this publication be required, please contact our enquiries line for more information: 0300 060 3900 or email [enquiries@naturalengland.org.uk](mailto:enquiries@naturalengland.org.uk).

ISBN 978-1-84754

Catalogue code: NE

This publication is published by Natural England under the Open Government Licence v3.0 for public sector information. You are encouraged to use, and reuse, information subject to certain conditions. For details of the licence visit [www.nationalarchives.gov.uk/doc/open-government-licence/version/3](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3).

Please note: Natural England photographs are only available for non-commercial purposes. For information regarding the use of maps or data visit [www.gov.uk/how-to-access-natural-englands-maps-and-data](http://www.gov.uk/how-to-access-natural-englands-maps-and-data).

© Natural England 2020