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Request for Quotation

Non-breeding Purple Sandpiper Survey

Request for Quotation

Survey of Non-breeding Purple Sandpiper along the east Yorkshire coastline.

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

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

Your response should be returned to the following email address:

Email: peter.norris@naturalengland.org.uk and yorkshirecoastdesignations@naturalengland.org.uk

Date: 24/10/2022

Time: 19:00

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

Contact Details and Timeline

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

Action	Date
Date of issue of RFQ	10/10/2022
Deadline for clarifications questions	17/10/2022
Deadline for receipt of Quotation	24/10/2022
Intended date of Contract Award	28/10/2022
Intended Contract Start Date	01/12/2022
Intended Delivery Date / Contract Duration	19/05/2023

Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

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

Conditions applying to the RFQ

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

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

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

Acceptance of Quotations

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

Costs

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

Clarifications

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

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

Conditions of Contract

The terms and conditions for this work may vary depending on contract value. Details of these can be found [here](#) and will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Specification

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](#)

One of the core duties of Natural England is to ensure protection and management of Sites of Special Scientific Interest (SSSIs), which are England's very best wildlife and geological sites legally protected under the Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way (CROW) Act 2000 and the Natural Environment and Rural Communities (NERC) Act 2006.

We are currently collecting evidence to support the potential redesignation and expansion of several SSSI's along the Yorkshire coastline that have been previously notified for their biological and/or geological interest. This includes the existing Filey Brigg SSSI, of which Purple Sandpiper is already a notified feature.

The data from this survey will be used to determine the condition of Purple Sandpiper around Filey Brigg and whether any nearby areas also meet the requirements for notification as a designated feature.

Aim:

To establish an estimate of the current number and distribution of non-breeding purple sandpipers within the Flamborough and Filey coast pSSSI boundary.

Objective:

As far as is practicable to survey all appropriate habitats within the boundary highlighted blue in figure 1 & table 1 below. Shapefiles of the boundary can be provided on request.

General Methodology

The intended survey window will run between December 2022 and March 2023. Two surveys should be carried out each month, with one being at high tide and the other at low tide.

In the non-breeding season (during the winter and on passage) purple sandpipers show a preference for tidal rocky shores with strong wave action (Hayman *et al.* 1986) and suitable high tide roosting areas (del Hoyo *et al.* 1996). They often utilise artificial structures such as concrete sea defences and breakwaters (Hayman *et al.* 1986). Although usually found on rocky shores, purple sandpipers will also feed on large deposits of wrack that are periodically washed up on beaches. These areas are also favoured by turnstones for foraging.

Although the survey should focus on the rocky inter-tidal areas it is important to also check these seaweed deposits on the shoreline within the survey area.

The coastal strip within the pSSSI boundary should be split into manageable survey sectors and vantage points identified which allow good coverage of all relevant habitats. All areas of the site, bar any obvious areas of unsuitable habitat, e.g. open stretches of sandy beach, should be surveyed.

If the area is not well known to the contractor then pre-survey reconnaissance of possible survey locations should be carried out to determine the general nature and extent of the survey area, potential colonies, suitable vantage points and foreshore access points.

Survey Methodology

At each survey sector progress at a slow even pace and stop to scan key habitat/features where appropriate and at locations which may enable best visibility.

Where areas within a site cannot be accessed, this should be noted in the report as a constraint to the survey.

The direction and the starting point of the route should be varied between visits and an entire sector should be completed in one visit. Map the location and number of birds on a separate map for each visit.

Although the focus of the survey is purple sandpiper it would also be useful to record a count of all waterbird species encountered as part of the survey to increase our understanding of use of the site by other non-breeding bird species.

Record the date, start and finish times, observer name and weather conditions for each survey visit.



Figure 1 – Flamborough and Filey Coast pSSSI boundary.

Table 1 –

Grid References	North	South
Filey Brigg Section	TA0742684027	TA1206480855
Flamborough Section	TA1192379976	TA1942567960

Access to land

Once vantage points and survey locations have been determined, the contractor is to supply these to the project team who will then secure access permissions where necessary.

In addition, each member of the survey team must carry a letter from Natural England to confirm that they are doing this work on the behalf of Natural England.

Health and Safety

The contractor must ensure that all the works are undertaken in accordance with the Health and Safety at Work Act 1974 and its associated regulations.

Where there are no statutory legislative controls the contractor should follow the industry best practice, always ensuring personnel are properly protected, trained and competent to carry out the operations being undertaken. All contractors will be required to wear appropriate personal protection equipment as demanded by the operational and working conditions.

Risks associated with coastal field-based work will need to be considered. Survey work will be undertaken from cliff tops and foreshore areas which may become slippery or unstable during poor weather conditions. On cliffs and crags there may slippery vegetation at cliff edges and of undercut or loose strata. Cliffs / steep slopes with no clear, safe path should not be used to access the foreshore.

A full risk assessment for this work will need to be submitted prior to the commencement of field work.

Additional consideration should be given to any hazards identified in the site-specific risk assessment. Under no circumstances should observers enter into a hazardous situation in order to complete a survey. Instead, surveys of inaccessible or hazardous habitats should be undertaken from a different vantage point or other safe distance, and any limitations should be recorded in the report, with justification and a consideration of potential impacts.

Avoid undertaking visits in windy conditions (Beaufort scale greater than 5) or poor visibility.

Data interpretation

Combine the results from all of the visits to identify the key locations of roosting and foraging purple sandpipers.

Data reporting

Provide information on survey visits (date, weather etc.) and a table listing the total count for each sector.

Preferably provide the location for each record(s) in a GIS file compatible with ArcMap. Counts of secondary species should be recorded separately. Alternatively provide annotated maps with separate xy grid references and species codes in an excel spreadsheet.

Provide maps showing the location of count sectors, point counts and survey routes in the report and in a GIS file compatible with ArcMap.

Provide an indication of the reliability of survey and highlight any limitations likely to reduce the reliability of results.

Outputs

An electronic copy of the draft report supplied in Word 2010 format together with GIS files/field maps should be submitted to Natural England for consideration and comments by 28/04/2023

All written outputs must be formatted using the template and writing guidance provided by Natural England in order to meet our publishing and accessibility requirements.

All reports should retain a clear suggested citation stating that it is a 'Report to Natural England'. Data must be interpreted, analysed and presented in light of the overarching hypotheses for each contract.

The final report may be submitted in either MS Word or PDF format, however if submitted as a PDF we would retain the right to request an MS word version in the event that formatting edits are needed to meet our publishing standards and accessibility legal obligations.

Prices

Prices must be submitted in £ sterling, inclusive of VAT. If you are VAT exempt please state this clearly with the quotation.

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

It is anticipated that this contract will end no later than 19/05/2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

Quotation Submission

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

Price – 50%

Quality – 50%

Criteria	Weighting	To include:
Experience, technical expertise and reliability/reputation	30	<ul style="list-style-type: none">• Details of staff experience in the relevant survey and assessment techniques, including any examples of similar non-breeding bird surveys.• CV's of key staff members.• Details of any occasions where you have previously worked for Natural England or English Nature.
Methodology	20	<ul style="list-style-type: none">• An explanation of the methodology to be used.• Confirmation of availability to carry out the survey at the specified times.• Details of estimated number of days and personnel required to complete the work.
Cost	50	

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

Quotation Timeline

Activity	By Whom	Deadline
Quotes Received	Project Officer	24/10/2022
Evaluation	NE Project Team	24/10/2022 – 28/10/2022
Contract Awarded	Project Officer	28/10/2022
Completion of Fieldwork	Contractor	31/03/2023
Draft report & copies of survey documentation	Contractor	28/04/2023
Comments on draft report	NE Project Team	05/05/2023
Submission of final report	Contractor	19/05/2023

Contract Management

This contract shall be managed on behalf of the Authority by

Peter Norris
peter.norris@naturalengland.org.uk
07799868669

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

Contractors should invoice Natural England on completion of the contracted work or as otherwise agreed with the project officer.

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

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

By submitting a quotation you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
- accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the contractor must agree to the following:

- You must only process any personal data in strict accordance with instructions from the Authority
- You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
- You must take reasonable steps to ensure the reliability of employees who have access to personal data.
- Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
- Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
- You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
- On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be **held and destroyed within two years** of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within **seven years** of the contract's expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.