Request for Quotation

Pagham Harbour MCZ intertidal seagrass survey: leaf and sediment characterisation.

13/10/2023

Request for Quotation

Pagham Harbour MCZ intertidal seagrass survey: leaf and sediment characterisation.

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: jack.bush@naturalengland.org.uk

Date: 13/10/2023

Time: 12:00

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

Jack Bush 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 | 13/10/2023 |
| Deadline for clarifications questions | 25/10/2023  |
| Deadline for receipt of Quotation | 27/10/2023 at 12:00 |
| Intended date of Contract Award | 03/11/2023 |
| Intended Contract Start Date | 03/11/2023 |
| Intended Delivery Date / Contract Duration  | 29/02/2024 |

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 Natural England 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 Condensed 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 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

1. Background

Over recent years, the intertidal seagrass at the Pagham Marine Conservation Zone (MCZ) has declined in extent from a maximum of ~ 6 ha in 2011 to <0.01 ha in 2021. A snapshot of the declining extent of seagrass at Pagham between 2007 and 2020 is shown in Figure 1. The cause of decline has yet to be established however eutrophication, chemical contamination, changes in sediment composition and other anthropogenic pressures may be negatively influencing the health of beds. The likely causes of decline requires investigation.



Figure 1. Snapshot showing the decline of intertidal seagrass extent between 2007 and 2020 in the context of Pagham Harbour.

1. Aims:
2. Collect high quality evidence on seagrass health and associated physical parameters to better understand the cause of decline in Pagham Harbour MCZ

1. Report the outputs to investigate the relationship outlined in b), detailing the methods of survey, analysis, results, interpretation, and recommendations for future work.
2. Objectives:

To address the aims, the key objectives of the project are:

1. Collect samples of seagrass leaf tissue to measure Total Nitrogen, Total Phosphorus, C:N and C:P ratio.

Five 50 x 50 cm quadrats should be placed randomly within existing seagrass beds where possible (see Figure 1). In situ estimates for the percentage cover of epiphyte macroalgae and infection, and the presence of Invasive Non-Native Species should be recorded to obtain a complete picture of health and functionality. A photograph should also be taken. Within each quadrat, a 25 x 25 cm area of seagrass should be collected by cutting shoots at substrate level, see Figure 2, then frozen and transported to the laboratory until subsequent analysis is undertaken. A minimum of 50 g (wet weight) of seagrass should be collected per sample.



Figure 2. Seagrass shoot cutting detail.

Outputs:

* Seagrass leaf tissue samples for nutrient and chemical analysis
* Photographs and opportunistic records.

1. Collect sediment samples for nutrient, chemical, and particle size analysis.

Sediment samples should be collected along a linear transect beginning within existing intertidal seagrass beds and moving through degraded beds i.e., areas where seagrass has previously been recorded and no longer grows/ no recent records exist, towards the wider harbour. See Figure 1 for site detail. The transect should cover suitable elevations for seagrass colonisation.

Samples should be collected that are sufficient in nature and number to enable robust analysis to be undertaken. Contractors are invited to suggest the suitable number and locations of samples required to meet these criteria.

Sediment cores should be a minimum depth of 30 cm depth to ensure they are representative of the environment accessible to seagrass rhizome/ roots. An appropriate volume of sediment should be collected to inform subsequent analysis.

Appropriate sorting and storage of these samples should be carried out to ensure preservation of the nutrient and chemical composition until analysis is carried out. Samples should be delivered to the appropriate laboratory. Contractors are invited to detail how samples will be sorted, stored, and transported in their bid.

Outputs:

* Sediment samples for nutrient, chemical, and carbon store analysis.
* Sediment samples for particle size analysis.

1. Analyse seagrass leaf samples.

If a) epiphytes and/ or b) *Labyrynthula* (aka ‘wasting disease’) infection is present, a score should be assigned of 0-5 whereby y 0 = ‘Uninfected’, 1 = ‘Minimal infection apparent’, 2 = ‘Up to a quarter of leaf infected (≤ 25%)’, 3 = ‘Up to a half of leaf infected (≤ 50%)’, 4 = ‘Over half of leaf infected (≤ 75%)’, 5 = ‘Almost all of leaf infected (≤ 100)’. The length of the longest leaf from each sample should also be recorded.

Leaf samples should be rinsed in freshwater to remove salt, sediment, and detritus. Epiphytes and leaves with reproductive bodies should be removed if present. Cleaned non reproductive leaves should be analysed for carbon (C), nitrogen (N), and phosphorous (P) content. The percentage compositions of C, N and P should be quantified. Molar C:N, C:P and N:P rations should be calculated using the molar weight and dry weight. Contractors are invited to detail how this analysis will be achieved.

Outputs:

* Analysis data from seagrass leaf samples

1. Analyse sediment samples.

The appropriate samples as collected in b) should be analysed for PSA and sediment carbon stock and accumulation. Contractors are invited to detail the methods by which this will be achieved.

For contaminants, porewater should be extracted from cores and analysed for the below metals, concentrations given in mg l-1. Previous studies have found that a calibration of 0.05 ppm to 100 ppm has been appropriate for spectroscopy analysis. Contractors are further invited to detail how this will be achieved.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| As  | Al  | Cd  | Co  | Fe  | Mn  | Cr  | Ni  | Cu  | Zn  | Pb  | Sn  | Vn  |

Outputs:

* Analysis data for sediment samples.
1. Provide a report on the above to present and discuss the data as appropriate.  The report should include a detailed summary of sample processing and analysis, and interpretation and discussion of the results, considering wider evidence on the impacts of nutrients and other pressures on seagrass condition.

Outputs:

* Reporting.

Contractors are invited to price for each objective and per sample analysed where possible to allow for necessary adjustments in survey design if required. NE reserves the right to award the above objectives separately.

1. **Invasive Non-Native Species**

Invasive Non-Native Species (INNS) are considered to be one of the top five pressures directly driving biodiversity loss globally. Prevention is the key focus, particularly in marine environments. The contractor shall be aware of and work in accordance with standard good practice biosecurity measures to avoid spread of INNS:

Equipment, clothes and boots should be clean before carrying out any work on site. When on or near water it is important that equipment is drained after use and as far as possible dried. Boats to be used in survey work should have their hulls cleaned on a regular basis. Best practice guidelines should be followed as outlined by [The Green Blue.](https://thegreenblue.org.uk/wp-content/uploads/2020/06/The-Green-Guide-to-Coastal-Boating.pdf) INNS species previously recorded in this region and/or to particularly look out for during this survey. See [GB non-native species secretariat](http://www.nonnativespecies.org/).

The Contractor must report any records of INNS observed on site on Marine Recorder and to the Natural England project officer as part of the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non-Native Species Secretariat [http://www.nonnativespecies.org/al](http://www.nonnativespecies.org/alerts/index.cfm)erts/index.cfm. More information and guidance including ID guides can be found at [www.non](http://www.nonnativespecies.org/)nativespecies.org and the [Marine](http://www.marlin.ac.uk/marine_aliens/) Aliens Project.

1. **H & S Requirements**

All risk assessments need to be seen and signed off by the Nominated Officer (ideally when presented with then project plan), as part of the contract management process. Risk assessments need to be provided by the Contractor. Surveys will be done out of season, risks around reduced daylight and poor weather etc. need to be highlighted.

1. **Weather Downtime & Contingency**

Survey windows should be allocated in accordance with the best tides available. Contractors will be expected to check weather regularly (daily) prior to agreed survey windows.  If contractors have 48 hours' notice of impending poor weather then they will be expected to make alternative arrangements for the duration of the poor weather and reschedule survey work to be completed at a later date.  If contractors have not yet mobilised then Natural England is not expected to be charged for any weather downtime.  It is the responsibility of the contractor to contact Natural England in the event that impending poor weather is putting the survey at risk.

Natural England does not envisage paying for downtime or contingency time for intertidal contracts, but in the event of unforeseeable weather events, a maximum of 1 day may be paid.

In the event of uncertainty or other unforeseen events that impact upon the ability of the contractor to undertake the survey, the Natural England Nominated Officer should be contacted immediately.

1. **Survey outputs**

This contract shall be managed on behalf of the Authority by Jack Bush

Appropriate survey level metadata1 should be supplied in a format acceptable for the corresponding MEDIN Data Archive Centre (DAC).

All sample data (e.g. grab sample analyses, video/still photography analyses, PSA analysis and biotope lists, biological taxon data) need to be entered into the latest version of [Marine Re](https://www.esdm.co.uk/marine-recorder)corder. NBN data and an exported snapshot file of the data should be provided for QA. Natural England will provide licence keys for Marine Recorder. Natural England will supply a ‘Marine Recorder guidance for contractors’ document to successful contractors.

The Contractor must report any records of Invasive and Non-Native Species observed on site on Marine Recorder and to the Natural England project officer as part of the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non-Native Species Secretariat [Species alerts](http://www.nonnativespecies.org/alerts/index.cfm). More information and guidance including ID guides can be found at [GB non-native species secretariat](http://www.nonnativespecies.org/).

Copies of the original data spreadsheets or databases are to be provided in the appropriate Microsoft Office format. However please be aware that using MEDIN marine biodiversity data guideline spreadsheets (available online under the marine biodiversity tab at [MEDIN data guidelines](http://www.oceannet.org/marine_data_standards/medin_data_guidelines.html)) will ensure that biological taxon data is prepared correctly for entry into Marine Recorder and will facilitate the efficient entry of data into this system and the data archiving process in general. Natural England welcomes and supports the provision of raw data spreadsheets in the MEDIN format and expects that all raw datasheets will contain the mandatory fields in the MEDIN guidelines, regardless of their format.

Standard survey imagery (stills and video) is to be provided in their raw format electronically or on USB compliant external hard drives (to be provided by the contractor).

High quality imagery which has been selected to form part of the image reference collection for the survey need to be labelled appropriately, including the habitat/species which is represented. These should be provided as a separate folder on the storage device to the standard survey imagery.

All data products and electronic files must be appropriately named so they sufficiently describe the contents and are not purely a numerical value. All products should be named appropriately so that they can be clearly linked to the report/project.

Any species lists submitted will be compliant with current taxonomic names and synonyms (e.g. [Marine Species of the British Isles and Adjacent Seas (MSBIAS)](http://www.marinespecies.org/msbias/), World Register of Marine Species (WoRMS))

Video and still camera filenames must include the recording start date and time. Position data must be included within the overlay information.

The NE Project Officer will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. Upon completion of the survey, the first of two staged payments for this contract will be released. Final payment will be issued upon completion of the final report.

Other

1. Other

In support of this contract NE will provide the winning supplier with:

* Project support from dedicated Nominated Officer
* Opportunity to feedback and discuss progress and the project
* Supporting GIS datasets (if required) under licence for use in this contract:
* Base map data from [Ordnance Survey](http://www.ordnancesurvey.co.uk/oswebsite/)
* Aerial photography from [Next Perspectives](http://www.nextperspectives.co.uk/)
* S-57 vector data from the UK Hydrographic Office (in ArcGIS format) \*
* Raster charts from [Oceanwise](http://www.infoterra.co.uk/) (Not to be used for Navigation)
* Additional reports to help with the analysis and report, such as those listed in Section

Please see the following site for information on how to acquire GI information <https://www.gov.uk/how-to-access-natural-englands-maps-and-data>

The intellectual property rights and copyright for all products (including photographs) will lie with Natural England. Natural England aims to make all data available under the [Open Government Licence](http://www.nationalarchives.gov.uk/doc/open-government-licence/) at the end of the project via [www.data.gov.uk](http://www.data.gov.uk/) and the MEDIN Data Archiving Centres.

1. 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 work should be invoiced when the report has been delivered unless otherwise agreed.

It is anticipated that this contract will be awarded for a period of up to four months to end no later than 29.02.2024. 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.

1. Evaluation Methodology

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

|  |  |  |
| --- | --- | --- |
| Criteria  | Weighting  | Scores  |
| Cost  | 40%  | Ranked in cost order  |
| Availability/ capacity  |   | Pass/fail  |
| Quality of proposal based on the survey design meeting the requirements of the new proposal, number of samples, statistical rigour, and power of the design.  | 30%  | Using scoring criteria set out below  |
| Relevant expertise and skills of team   | 20%  | Using scoring criteria set out below  |
| Quality Assurance measures  | 10 %  | Using scoring criteria set out below  |

Evaluation criteria

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Methodology | 3 Questions (30% of technical score availability)Q1.1 (Pass/Fail)Q1.2 Q1.3 (Pass/Fail) |
| Key personnel | 1 QuestionQ2 (20% of technical score available) |
| Quality Assurance measures | 1 QuestionQ3.1 (30% of technical score available) |
| Management of sustainability and social value | (10% of technical score available) |
| Health & Safety  |  (10% of technical score available) |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 1 Question Q4 (40% 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:

|  |  |  |
| --- | --- | --- |
| 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 |
| Q1.1 Provide a statement on your availability & capacity to mobilise a survey vessel / team.  |  |
| Q1.2 Report proposal including data analysis and survey report   |  |
| Q1.3 Please supply a proposed schedule of work, stating the timescales you will be able to execute and deliver the product specified above. If applying for more than one ‘Lot’, please consider all Lots together if relevant. See Section 4.1 Timeline for project delivery.  |  |

|  |  |
| --- | --- |
| Key Personnel  | Detailed Evaluation Criteria |
| Q2.1 Provide CVs for the survey team. C.V.s should demonstrate appropriate skills for subtidal survey work – 20 %  |  |

|  |  |
| --- | --- |
| Quality Assurance Measures  | Detailed Evaluation Criteria |
| Q3.1 Provide a summary of your survey design methodology – 30 % |  |

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 objective 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. On receipt of the signed contract the Authority will issue a purchase order.

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

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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.  | (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 convictedIf 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

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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?  | (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_