Request for Quotation

Wye Valley Nature Recovery Project: Camping and Caravan Site Opportunities for Nature Recovery

August 2024

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: ruth.keeley@naturalengland.org.uk

Date: 23/08/24

Time: 5pm

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

Ruth Keeley 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.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 26-Jul-2024 at 12:00 BST / GMT |
| Deadline for clarifications questions | 19-Aug-2024 at 17:00 BST / GMT |
| Deadline for receipt of Quotation | 23-Aug-2024 at 17:00 BST / GMT |
| Intended date of Contract Award | 28-Aug-2024 |
| Intended Contract Start Date | 30-Aug-2024 |
| Intended Delivery Date / Contract Duration | 31-Mar-2025 |

Section 1: General Information

Glossary

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

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| “Authority” | means 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 Good and Services Terms & Conditions (used for purchases under £50k)

can be located on the [Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

For the purpose of this RFQ the Authority is classified as a 'Central Contracting Authority' with a publication threshold of '£12,000' (for a Central Contracting Authority) 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

Background to Natural England

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: [Defra](http://www.defra.gov.uk/). [Natural England](http://www.naturalengland.org.uk/) [MMO](http://www.marinemanagement.org.uk/)

Wye Valley Nature Recovery Project: Camping and Caravan Site Opportunities for Nature Recovery

In 2023 we commissioned, as part of a piece of work in the Wye Valley Derbyshire, a roadside verges study, the purpose of which was to (i) survey and map a network of verges that could act as wildlife corridors or buffers and (ii) highlight what the required management changes might be to facilitate nature recovery. From this work, we identified that there are a significant number of camping and caravan sites across the project area. The very nature of these sites requires large areas of grassland, generally closely mown throughout the year. We would like to investigate what opportunities for nature recovery exist on such sites.

The Wye Valley Nature Recovery Project (NRP) sits within the White Peak area of the Derbyshire Peak District and stretches for approximately 20km. The project area includes 1082ha (11%) of Sites of Special Scientific Interest (SSSI) including National Nature Reserves (NNR) and Special Areas of Conservation(SAC), with 300ha (3%) undesignated priority habitats and the remaining c8600ha (86%) being improved grassland, largely a monoculture of perennial ryegrass. As this is a dry-stone walled grassland landscape, there are very few hedges and field margins, creating a very hostile landscape for wildlife. A map of the area can be found in Appendix 1.

Linking up these high-quality habitats is not straightforward as opportunities for large scale grassland restoration are limited due to the land use type and reliance on the land for income generation by farmers and land owners. Buffering these isolated high-quality habitats is also a challenge with the transition from species rich grassland to intensive farmland or road often being immediate. We are interested to know if opportunities exist for camping and caravan sites to become ways to buffer and connect up higher quality wildlife habitats across the Wye Valley Project area.

Requirement

1. Description of Task:

We have mapped approximately 40 camping and caravan sites within the NRP (and directly adjacent), maps and a list of names can be found within Appendix 2. We would like to find out from these sites (and any we may have missed) if and how they currently make space for nature, what blockers exist for making space for nature and what opportunities there are. We would like to identify those sites who are interested in doing more for nature recovery on their land and find out how this might be best facilitated. If site owners also have land outside of the camping areas, we would like to learn more about how this land is managed, what opportunities might exist for nature recovery, and what site owners' needs are - be this practical land management advice, signposting to agri-environmental schemes or other environmental organisations. In addition, we are interested in campsite visitor attitudes to wildlife friendly campsites, for example, is this something they are interested in experiencing, what would enhance this experience for them, would the availability of more wildlife friendly areas make them more or less likely to choose a campsite? Finally, we would like to situate these findings in any wider academic and practice-based understanding of nature recovery on campsites in the UK.

2. Objectives:

To research the camping and caravan sites identified within and directly adjacent to the Wye Valley NRP to find out;

a. Basic information about the campsite including location, hectarage of land available for camping, whether the site owners manage land beyond the campsite, etc

b. Does the campsite currently carry out any management specifically for nature? E.g. set aside land, unmown areas, meadows, tree planting or woodland, ponds, interpretation boards, etc

c. Does the campsite owner carry out any management specifically for nature on areas of land beyond the boundaries of the campsite? E.g. are they in an agri-environmental scheme, do they receive any grants for nature recovery work, etc

d. What are the opportunities on site for nature recovery? E.g. are there areas not used for tents/caravans that could be cut less frequently, are there places for trees to be planted along boundaries or within fields, are there dew ponds that could be restored, are any farm buildings suitable for nest boxes or bat boxes, etc

e. What are the blockers to carrying out nature recovery practices? E.g. lack of knowledge, lack of funds, not enough space, equipment needed, etc

f. How would site owners feel supported to introduce nature recovery? E.g. practical on-site advice about management, funding (if it was available), signposting to information and advice, agri-environmental scheme guidance, incentives like accreditation, awards or prizes, etc.

g. Information on the attitudes of a diversity of campsite visitors (or likely visitors) to nature recovery. E.g. is this something they are interested in, does this influence their choice of campsite, is it something they want to see more of, what sorts of things would they be interested in seeing in relation to nature recovery, etc.

h. Current practice and future opportunities within this project area, associated with wider benefits for people (site owners, visitors, local residents) e.g. education, volunteering, skills, jobs, health and wellbeing

i. Relevant themes in academic and grey literature associated with nature-friendly campsite visiting and management in UK.

3. Outputs:

The outputs of the project are expected to be;

1. A written report detailing the background, methodology, findings and recommendations from the camping and caravan site research & the brief narrative literature review.

2. An online presentation of the key findings to Natural England, other partners and stakeholders at the end of the project.

4. Timescales

The proposed indicative timetable for work tasks is given below;

|  |  |
| --- | --- |
| Work Task | Completion date (months elapsed) |
| Background research, information gathering | 1 |
| Camping and caravan site recruitment | 2 |
| Site visits/interviews/surveys | 5 |
| Report writing | 6 |
| Presentation of findings | 7 |

7. Project management:

The Nominated Officer for the project is:

Ruth Keeley

The successful candidate will be expected to identify and make contact with the camping and caravan sites selected for inclusion in this research.

8. Knowledge and skills required:

Expertise is essential in the following fields:

i) Social science research methods including:

ii) Successful recruitment of range of groups for survey/interview

ii) Interview skills (including creative methods e.g. photo elicitation)

ii) Narrative literature review skills

An awareness/interest in the following fields is desirable:

i) Grassland ecology

ii) Grassland and habitat management and restoration techniques

iii) Ecosystems services/nature's wider benefits for people

Tenders should specify personnel who would be undertaking the work and their expertise.

Tenders should itemise and cost the different stages of work tasks and outputs as specified in section 3.

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

Outputs and Contract Management

We anticipate the following deliverables will be completed within the proposed timescales;

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion (elapsed months) |
| NA | Background research, information gathering | Supplier | 1 |
| NA | Camping and caravan site recruitment | Supplier | 2 |
| NA | Site visits/interviews | Supplier | 5 |
| NA | Report writing | Supplier | 6 |
| NA | Presentation of findings | Suppler | 7 |

W/C 2nd September 2024– Start up meeting between project officer and supplier

Monthly updates thereafter, including;

- W/C 3rd March 2024 – Draft report due in digital format via e-mail

- W/C 17th March 2024 – Final report due in digital format via e-mail

- W/C 24th March 2024 - Virtual presentation of findings to NE and stakeholders

- Contract to be completed and final invoices submitted by 31st March 2025

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. A final invoice can either be submitted upon completion of project and receipt of deliverables, or in stages throughout the life of the project. Please agree this with Natural England should you be successfully awarded this contract.

It is anticipated that this contract will be awarded for a period of approximately 7 months to end no later than 31/03/2024. 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.

Evaluation Methodology

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

Technical – 70%

Commercial – 30%

Evaluation criteria

Evaluation weightings are 70% technical and 30% commercial, the winning tenderer will be the highest scoring combined score.

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| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Approach and Methodology | 2 Questions  Q1.1 (20% of technical score available)  Q1.2 (20% of technical score available) |
| Key personnel | 1 Question  Q2 (20% of technical score available) |
| Quality Assurance measures | 2 Questions  Q3.1 (20% of technical score available) |
| Management of sustainability and social value | 1 Question  Q4 (10% of technical score available) |
| Health & Safety | 1 Question  Q5 (10% of technical score available) |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model | 100% of commercial score available |

Technical (70%)

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.

|  |  |
| --- | --- |
| Approach and Methodology | Detailed Evaluation Criteria |
| Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project  Responses should not exceed four sides of A4, and use Arial font, size 11. | 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 on time.  3) Explain & justify your choice of data collection methods  4) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |
| Q1.2 How do you propose to recruit participants to this piece of work? | Your response should:  1) Outline how you will find sites to include in the research  2) Detail any methods you plan to use to recruit a diversity of participants including both campsite owners and campsite visitors |

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| --- | --- |
| Key personnel | Detailed Evaluation Criteria |
| Q2.1 Please provide the relevant qualifications and experience of the key (named) personnel who will deliver the requirements of this project. | Your response should:  Provide CVs of all staff involved to include past contracts, qualifications, and practical experience.  Provide evidence of experience in social science research including demonstrating the successful recruitment of participants, interview skills, survey skills and narrative literature review skills.  Demonstrate any experience you might have in ecology (including grassland ecology and habitat restoration), nature recovery and ecosystem services/nature's wider benefits to people. |

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| Quality Assurance | Detailed Evaluation Criteria |
| Q3.1 How do you intend to manage the project to identify risks and ensure that project tasks are achieved within the timescales, to a high standard, and to budget? How do you intend to quality assure work undertaken as part of this project? | Your response should indicate:  How the project will be managed, by whom, and what measures will ensure successful delivery.  Details of organisational and project management skills to deliver all aspects of the requirement in full. This must include an assessment of the risks to project delivery and mitigation (including contingency in the event of delays).  A timeline for the project, and confirmation you are able to meet the required deadlines.    How you would provide an effective plan to keep Natural England informed of progress made and any difficulties encountered.  Your quality assurance processes and measures.  Outline what experience you have in relation to quality assurance for similar projects. |

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| Health and Safety | Detailed Evaluation Criteria |
| Q4.1 Provide a short assessment of potential health and safety risks associated with the project and how you would mitigate for these | Your response should:  Identify and describe how you will manage any health and safety issues associated with this project. Please provide examples of the following documents as evidence of your risk management, health and safety and environmental policies and procedures:  - Outline any research, data and other ethics procedures and processes you would put in place for this research, demonstrating awareness and mitigation of potential risks to researchers and participants  - A field survey risk assessment  - Lone working practices  - Health and Safety policies / certificate  Identify ethics procedures you would undertake, demonstrating awareness and mitigation of potential risks to researchers and participants |

|  |  |
| --- | --- |
| Management of Sustainability and social value | Detailed Evaluation Criteria |
| Q5 Provide evidence that you pursue sustainability in your operations and show how these apply to this project. | Your response should:  Describe your approach to sustainability and how this will be managed and adopted throughout the project.  Provide a copy of any environmental policy and any environmental accreditation schemes, which you have been awarded or are working towards.  Provide information on travelling distances of personnel undertaking survey work. (Local suppliers will score more highly). |

Commercial (30%)

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 30% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 70% (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 via 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

|  |  |  |
| --- | --- | --- |
| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

