Request for Quotation

**Cumbria Lowland Peatland Protected Site Strategies Pilot – Cumbria Atmospheric Nitrogen Strategy**

**November 2023**

Request for Quotation

Cumbria Lowland Peatland Protected Site Strategies Pilot – Cumbria Atmospheric Nitrogen Strategy

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: [Pin.Dhillon-Downey@naturalengland.org.uk](mailto:Pin.Dhillon-Downey@naturalengland.org.uk)

Date: 24/11/2023

Time: 17:00GMT

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**

Pin Dhillon-Downey 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.

[Insert date details in below table highlighted in red]

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 20/11/2023 at 17:00 BST / GMT |
| Deadline for clarifications questions | 24/11/2023 at 17:00 BST / GMT |
| Deadline for receipt of Quotation | 27/11/2023 at 17:00 BST / GMT |
| Intended date of Contract Award | 30/11/2023 |
| Intended Contract Start Date | 04/12/2023 |
| Intended Delivery Date / Contract Duration | 31/03/2024 |

Section 1: General Information

Glossary

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

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

**Specification of Requirements**

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

Introduction

Natural England are grounded in science, and it is imperative that our evidence base is strong and robust in order to restore nature.

The sites of interest in this study are The Duddon Mosses Site of Special Scientific Interest (SSSI), part of the Duddon Mosses Special Area of Conservation (SAC), Rusland Valley Mosses SSSI and Nichols Moss SSSI (Part of Witherslack Mosses SAC) in south Cumbria. These Internationally and nationally important lowland raised mires are found on the floors of the Rusland and Duddon valleys and the valley of the River Winster.

The Duddon Mosses lie in a wide glacial valley stretching from the Furness fells to the Duddon Estuary. The underlying solid geology is Coniston Grits, part of the Silurian Ludlow series. A rise in sea level 5000 years ago deposited a mantle of estuarine clay on the coastal plain of South Cumbria. In this area the clay is over 7 metres.

The narrow Rusland valley is oriented North-South and situated due South of central Lakeland fells. It is enclosed by the low, rugged, largely wooded Furness fells. The Rusland Valleys and Fells sit entirely within an area of relatively soft Silurian Slates.

Nichols Moss is one of the three raised bogs forming part of the Witherslack mosses complex of fragmented wetland, together they form the largest remnants of a formerly extensive wetland on the coastal plain of the River Kent. The area is underlain by estuarine clay of low permeability, separating the peat from solid geology (Silurian with Carboniferous Limestone) below.

Estuarine raised bog originally covered much of the low lying coastal plain and valleys of South Cumbria. These three study sites represent the remnant raised bog domes of a once extensive coastal fringe wetland landscape.

The principal aim of this project is to develop a strategy for assessing the impacts of Atmospheric Nitrogen on three raised bogs in South Cumbria as part of the Protected Site Strategy pilot. Eutrophication caused by nitrogen deposition and the toxic effects of gaseous ammonia are recognised as a significant pressure on raised bog habitats, this project aims to measure the concentrations of atmospheric nitrogen reaching the bog surface and assessing the impacts on the flora and fauna.

Attributing ecosystem changes to air pollution impacts and recovery depends on being able to relate ecosystem monitoring at a given location to the air pollution pressure at that location. This study will assess the location of sensitive habitats in relation to local emissions sources and monitor emissions along pollution gradients, along with wider environmental and climatic conditions.

The first stage of the project will be to collate detailed baseline information about sites, habitats and existing air quality data to develop the monitoring plan in consultation with NE. This will inform a spatial design of the sampling points along with precise survey methodology. This should provide robust evidence for air pollution impacts.

Sampling will need to consider the following;

* Representative spatial coverage across the landscape
* Nature conservation interest of the landscape area, particularly in relation to plant community sensitivity to elevated ammonia concentrations, and nitrogen deposition, in the context of local emission sources and likely gradients in concentrations and dry deposition with increasing distance from sources
* Related to the previous criterion: spatial relationship of the monitoring sites to ammonia sources on a local level (i.e., understanding of what sources the monitoring site is likely to measure)
* Atmospheric chemistry sites should be located such that they can all be reached within a reasonable time for regular sample changeovers (monthly for passive samplers, 2-weekly for wet deposition samplers)
* Consideration to co-location of the sites with other air quality and ecosystem monitoring activities where feasible

**Ammonia, and NO2 and wet deposition measurements**

A second stage of site criteria is needed to ensure the specific monitoring location is suitable for collecting high-quality data. This assessment will be undertaken by following the same guidelines which are used in the UK National Ammonia Monitoring Network, which include but are not limited to:

* Each monitoring site should be located in an open aspect, with good air flow around
* 100 m clearing all round preferable,
* DO NOT locate under trees (unless specifically measuring concentrations within e.g., a tree canopy containing rare species such as epiphytic lichens),
* Avoid siting in hollows, or dips in the land, where air concentrations will be different,
* Avoid siting next to buildings (at least 50 m away),
* Avoid siting next to local NH3 sources, e.g., farmyards and manure piles (need to be 0.5 km away from sources to avoid bias in NH3 concentrations) – unless the sites are part of a gradient study away from a source.
* Sampling of NH3 is at 1.5 m above ground.
* If vegetation is likely to grow tall around the monitoring site, then effort should be made to cut the vegetation back and keep it short (all cut vegetation should be removed afterwards, as rotting vegetation will release NH3).
* Photographs and local site plan of every monitoring site are essential.
* A site information form will be completed for each site.

Following the project development stage and the agreement of the monitoring strategy the actual number of passive monitoring sites will be agreed in collaboration with NE, the landowners and land managers and other stakeholders as needed (including, e.g., NE designated site managers).

**Table 1: Specification for Works**

|  |  |
| --- | --- |
| Deliverable | Output |
| Site Site assessment and development of the monitoring strategy  Information about the SSSIs and their immediate surroundings, including habitat maps (where available), aerial photographs, topography, and modelled atmospheric pollution gradients, to inform the selection of monitoring locations. | Map and report, documenting a traceable and detailed decision process, along with a rationale for the sampling location decisions. |
| Criteria for placement of monitoring. Information about appropriate monitoring frequency and the total number of samples possible within the budget to be collated for every pressure and response metric. Sampling strategies to be developed for each monitored metric, to ensure that the evidence provided can be used to determine pollution impacts and recovery. Criteria for deciding on monitoring locations to be developed and agreed between NE and the project team. | Map and report, documenting a traceable and detailed decision process, along with a rationale for the sampling location decisions. |
| Detailed sampling design. Monitoring locations will be proposed based on the agreed list of criteria. Criteria will be related to both the datasets listed above and local practicalities/knowledge and will be applied to the candidate sites. This assessment will result in a ranked list of the most suitable locations, from which the final sampling strategy within the available budget will then be agreed. | Report with rationale for sampling site selection, agreement from any third party landowners, access arrangements secured.  Arrangements in place for collecting data, replenishing sampling equipment and any ongoing monitoring for maintenance of equipment. |
| Establishment of monitoring infrastructure and initiate monitoring programme  Installation of equipment including and setting up monitoring programme | Monitoring pollutant gas concentrations  Monitoring wet deposition  Monitoring ecosystem biogeochemistry  Monitoring terrestrial and epiphytic plant and lichens  Monitoring bioacoustics |
| Final Report | Report to include appraisal of landscape, habitat and environmental baseline, details of project design with detailed methodology, rationale and decision-making process.  Report to include evaluation of project development stage. |

Maps

Any maps should be provided in jpg or pdf format and as GIS layers, in or compatible with ESRI ArcGIS format. Information and guidance on requesting baseline digital geographical data from Natural England can be found on our website at Geographical Information for contractors and partners.

Products

An electronic copy of the draft report, in Word format, should be submitted to Natural England for consideration and comments. All reports should be submitted according to the timescales provided.

Health & Safety / Known hazards & risks

Risks associated with field-based work need to be considered.

Please provide a clear and structured proposal to demonstrate your intended approach to health and safety on this project and how you ensure the requirements of legislation are met.

Your quotation for the work should be accompanied by the following Health and Safety documentation required by Natural England:

* Risk assessment: this must take the hazards identified above into account.
* Valid certificates (if appropriate) to be made available on request:
* Employers Liability Compulsory Insurance
* Public Liability Insurance – minimum £5m
* Professional Indemnity Insurance – minimum £2m

Work shall not commence without Natural England being in possession of appropriate documentation and an agreed safe method of working.

**Timescales**

It is anticipated that this contract will be awarded for a period of approximately four months to end no later than 31st March 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 advance of any work commencing and may be subject to further competition.

Final timescales will be agreed at the project inception meeting. However, the contractor is expected to deliver in line with the following timescales.

* A draft report to be submitted to the Project Officers by 15 March 2024.
* A final report will be submitted to the Project Officers by the 31 March 2024.

**Prices**

The tenderer should demonstrate how they will cover the work area and how the visits will be organised in terms of personnel and timescales.

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.

Please indicate if VAT will be applied.

Pricing schedule to be completed with reference to description of deliverables and outputs in this specification and returned in the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable (refer to Table 1 above) | Grade of Staff | Day Rate | Actual number of days (include justification if differs) | Total Cost |
| Produce Management |  |  |  |  |
| Site assessment and development of the monitoring strategy |  |  |  |  |
| Establishment of monitoring equipment and infrastructure:  Pressure metrics –   * Passive sampler for ammonia (ALPHA samplers) * Passive sampler for NOx (Gradko samplers) * Wet deposition collectors   Response metrics -   * Composition of ground flora (plants and lichens) * Composition of epiphyte flora (plants and lichens) * Soil sample for pH and KCl-extractable mineral N * Moss sample for %N * Bioacoustic monitoring |  |  |  |  |
| Monitoring pollutant gas concentrations  Monitoring wet deposition  Monitoring ecosystem biogeochemistry  Monitoring terrestrial and epiphytic plant and lichens  Monitoring bioacoustics |  |  |  |  |
| Production of draft report |  |  |  |  |
| Production of final report |  |  |  |  |
| Other costs including materials / equipment |  |  |  |  |
| Travel & Subsistence |  |  |  |  |
| Total excl. VAT |  |  |  |  |

**Quotation Submission**

Your tender should include the following information

* Pricing Template
* Your proposal outlining how you will meet Natural England’s Requirements.
* Your key personnel who will be directly involved with this contract.
* Methodology including a proposed outline schedule or timetable of works
* A summary of your experience particularly where this is of relevance to the project brief.
* Insurance certificates.
* Health and Safety Policy.
* Risk Assessment.
* Acceptance of terms and conditions.

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. Invoices can be submitted at two intervals (date of first to be agreed to cover expenses) with final invoice to be submitted on completion of work.

It is anticipated that this contract will be awarded for a period of 4 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 – 60%

Commercial – 40%

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% | **Technical expertise and experience** | Methodology | Q1.1 (25% of technical score available) Please provide details of your experience/expertise in: Air quality monitoring, analysis of atmospheric nitrogen and it’s impacts on flora and fauna.  Q1.2 (25% of technical score available) Please provide details of your experience in stablishing air pollution monitoring strategies and designing monitoring programmes on a landscape scale. |
| Key personnel | Q2 (5% of technical score available) Qualifications, technical merit and experience of key staff engaged on the contract e.g. CVs, previous contracts, technical qualifications. |
| Quality Assurance measures | Q3.1 (5% of technical score available) Details of personnel, support systems, organisational and 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), evidence of quality control measures and project management procedures. |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | Q4 (40% of commercial score available) Please provide details of value for money |

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 Please provide details of your experience/expertise in: Air quality monitoring, analysis of atmospheric nitrogen and it’s impacts on flora and fauna. | Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |
| Q1.2 Please provide details of your experience in stablishing air pollution monitoring strategies and designing monitoring programmes on a landscape scale. |

|  |  |
| --- | --- |
| Key personnel | Detailed Evaluation Criteria |
| Q2.1 Qualifications, technical merit and experience of key staff engaged on the contract. | Please provide CVs, previous contracts, technical qualifications for all project staff. |

|  |  |
| --- | --- |
| Quality Assurance measures | Detailed Evaluation Criteria |
| Q3.1 Details of personnel, support systems, organisational and 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), evidence of quality control measures and project management procedures. | Include details of availability given the timescales and a proposed outline schedule or timetable of works. |

|  |  |
| --- | --- |
| Commercial Model | Detailed Evaluation Criteria |
| Q4.1 Please provide details of value for money | Please provide full details as requested under Tender Information |

Commercial (40%)

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

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

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

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

* Technical

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

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

Information to be returned

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

Please complete and return the following information:

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

Award

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

The successful supplier will be issued the contract 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

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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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

