Request for Quotation

Habitat Feature Assessment of North Dartmoor SSSI

17th **November 2023**

Request for Quotation

**Habitat Feature Assessment of North Dartmoor SSSI**

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: [david.hazlehurst@naturalengland.org.uk](mailto:david.hazlehurst@naturalengland.org.uk)

Date: 08/12/2023

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

Fergus Mitchell[fergus@naturalengland.org.uk](mailto:fergus@naturalengland.org.uk)andDavid Glaves[david.glaves@naturalengland.org.uk](mailto:david.glaves@naturalengland.org.uk), will be your contacts 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 | **20-11-2023** at **11:00** |
| Deadline for clarifications questions | **01-12-2023** at **12:00** |
| Deadline for receipt of Quotation | **08-12-2023** at **12:00** |
| Intended date of Contract Award | **15-12-2023** |
| Intended Contract Start Date | **18-12-2023** |
| Intended Delivery Date / Contract Duration | **18-12-2023** to **31/05/24** |

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 Goods 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

**Introduction**

North Dartmoor, covering over 13,400ha, contains one of the largest areas of upland semi-natural habitat in southern Britain. It is particularly important for western blanket bog and mixed valley mire communities, but also supports a diverse upland breeding bird community. Within the site lies Black Tor Copse, of national importance for lichens, and also Black Ridge Brook, of national geological importance.

The site is located on the northern part of the Dartmoor granite. It comprises a plateau lying between 300 and 600m, cut by many valleys and the headwaters of many of the major rivers of Devon are found here. The highest areas are capped by tors and rocky buttresses, often flanked by granite clitter. The area receives a high rainfall of 150--230 cm per year and experiences strong prevailing south-westerly winds. The soils are very acidic. Higher areas are covered with raw peat deposits, several metres thick in places, while on the lower slopes thinner gleyed soils and podzols with much organic matter occur. More information can be found on [Designated Sites View](https://designatedsites.naturalengland.org.uk/SiteDetail.aspx?SiteCode=S1000749&SiteName=dartmoor&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=).

The requirement of this contract is to:

* collect data on designated habitat features blanket bog and valley bog, acid grassland, wet heath and sub-alpine dwarf shrub heath across all units of North Dartmoor SSSI.
* provide a supporting unit commentary to inform feature condition assessments for each unit.
* record pressures affecting the SSSI features.
* Capture vegetation data to assess winter grazing pressure.

**Description of work required – overall purpose and scope**

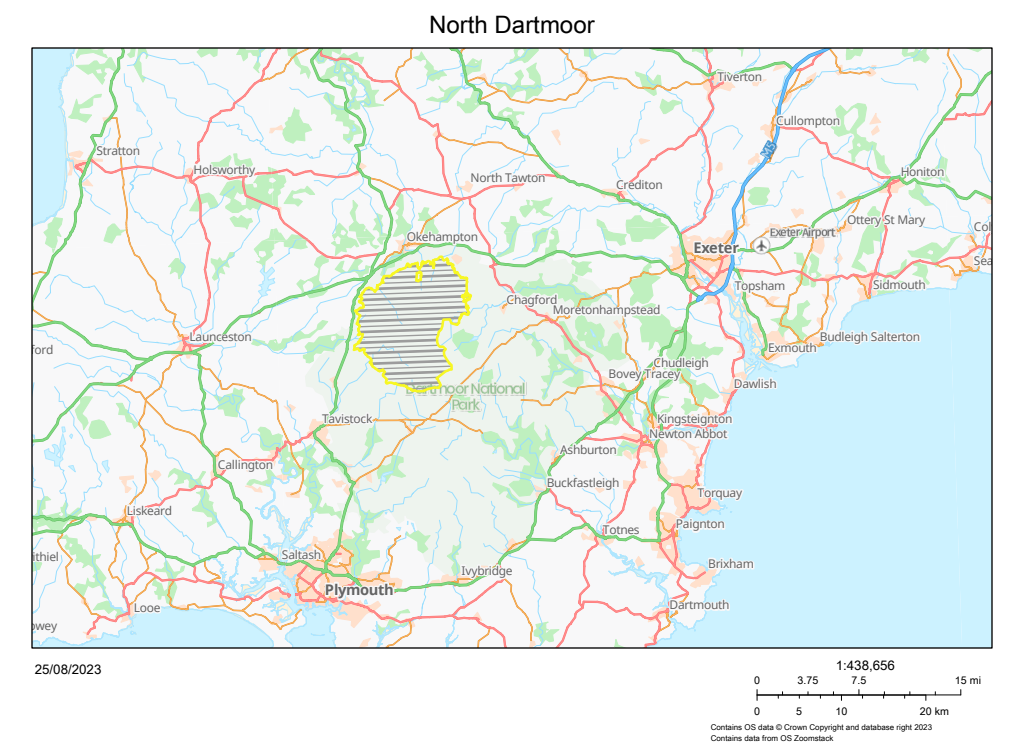
This data will give Natural England an understanding of designated habitat feature condition across the area of SSSI assessed, as well as an understanding of variation in condition within the SSSI and management pressures which may be influencing condition. The results will be used by Natural England to undertake a Common Standards Monitoring (CSM) assessment of the condition of the features of the SSSI and an assessment of impacts by winter grazing.

The data required to be collected to inform the condition assessment follows the Monitoring Specification for the site. These specifications are based on the feature-specific [JNCC Common Standards Monitoring Guidance](https://jncc.gov.uk/our-work/common-standards-monitoring-guidance/). These documents will be supplied by Natural England.

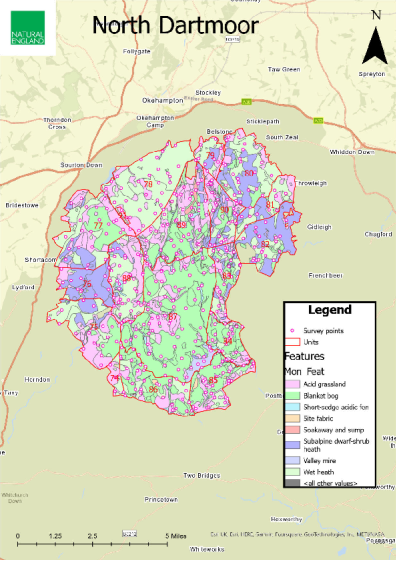
In addition to the standard condition assessment detailed in the JNCC guidance, additional vegetation data to assess winter grazing pressures will be required (to be measured at the 1 m2 plot scale). These include graminoid sward height, percentage cover of heavily grazed (stunted and suppressed) heather growth forms, presence /absence of pulled heather stems, percentage of heather with flowering heads, presence / type of animal dung and other signs of heather disease / dieback.

The data will be gathered at randomly selected points located in designated habitat features across all units of the SSSI. The number of assessment points to be visited is described below, and any variation will be discussed at an inception meeting. The map below provides an overview of the units and points. The table shows number of points in each unit and the associated habitat feature to be assessed. For more detailed information on site location see [Magic.gov.uk](https://magic.defra.gov.uk/MagicMap.aspx?&startTopic=GreyRasters&chosenLayers=sssiIndex,backdropDIndex,backdropIndex,europeIndex,baseIndex&box=358674:520468:409024:545259&useDefaultbackgroundMapping=false)

**Overview map of survey units**



**Overview of habitat features**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Feature** | **Designation** | **74** | **75** | **76** | **77** | **78** | **79** | **80** | **81** | **82** | **83** | **84** | **85** | **86** | **87** | **88** | **89** | **90** | **91** |
| H4010 Northern Atlantic wet heaths with Erica tetralix | SAC | y | y | y | y | y | y | y | y | y |  |  |  |  |  |  |  | y |  |
| H4030 European dry heaths | SAC |  | y | y | y | y |  | y | y | y |  |  |  |  |  |  |  | y |  |
| H7130 Blanket bog | SAC |  | y |  |  |  |  |  |  |  | y | y | y | y | y | y | y |  |  |
| Acid grassland (upland) | SSSI |  | y | y | y |  | y |  |  |  |  |  |  | y |  |  |  |  |  |
| Blanket bog and valley bog (upland) | SSSI |  | y |  | y |  |  | y |  |  | y | y | y | y | y | y | y | y |  |
| Subalpine dwarf-shrub heath | SSSI |  | y | y | y | y | y | y | y | y | y |  |  |  |  | y | y | y |  |
| Wet heath (upland) | SSSI | y | y | y | y | y |  | y | y | y | y | y | y |  |  | y | y | y |  |

**Details of habitat feature assessment points**

|  |  |  |  |
| --- | --- | --- | --- |
| Feature | Survey Methodology | Number of quadrats | Potential variation in quadrat numbers |
| Acid grassland (upland) | Random Sampling | 67 |  |
| Blanket bog | Random Sampling | 148 |  |
| Sub-alpine dwarf-shrub heath | Random Sampling | 47 |  |
| Wet heath | Random sampling | 102 |  |
| Soakaway and sump | Pre-assigned stops | 10 |  |
| Valley mire | Pre-assigned stops | 20-25 |  |
| Short-sedge acidic fen (upland) | Random sampling with flex to move point stops | 30-40 |  |

For transition mire, ladder fen and quaking bog (upland) and short-sedge acidic fen (upland) - surveyors will head to pre-assigned stop, decide which feature is present and record using appropriate form.

**Method**

The contractor will use the Natural England Site Survey (NESS) app as the primary means of recording information collected in the field, which syncs directly with Natural England’s protected sites database. The app is available for IoS only and will be made available to the contractor once appointed. NESS can be downloaded onto iPads and it is preferred that the contractor has access to iPads. The survey forms relevant for the site will be preloaded by Natural England and data will be submitted via the app.

The requirement of this app is that a Lead Surveyor is appointed ahead of surveying. The Lead Surveyor will be responsible for checking and summarising the data following the surveys. The data will need to be quality assured at this stage by the individual surveyors before they submit the data to the server via the NESS app.

The Contractor will appoint a Lead Surveyor and an appropriate number of surveyors as part of the team to ensure that they visit all assessment points. These points will be provided by Natural England and surveyors will use ArcGIS Field Maps as the primary means of navigation. An inception meeting will be held with Natural England staff to clarify any questions regarding the survey methodology.

**Outputs**

The contractor will deliver the following outputs:

* CSM attribute data for the relevant habitat feature at each of the assessment points (subject to final agreement), recorded and submitted using NESS.
* Further, more detailed data of grazing pressure within the survey plots.
* A unit commentary for all units, recorded in ArcGIS Field Maps during a walk over, including comments on variations in feature condition and management, where this is perceived to differ.
* Using ArcGIS Field Maps, record perceived existing or anticipated pressures applicable to the designated habitat features including comment on management actions required to address the pressure.

Natural England will provide:

* Habitat and sample point data for use in ArcGIS Field Maps.
* Site tailored recording forms for use in NESS app for all designated habitat features.
* Basic support with use of the NESS app and Field Maps conducted via remote training with a quick on-site refresher if required.
* Information and training on the recording of pressures and unit commentary.
* Where it exists, historic recordings of pressures and a list of pressures to be assessed.

**Access**

Natural England will contact all necessary landowners, occupiers, and managers within the SSSIs. When a quote has been accepted and if permission is given, NE will provide the contractor with the necessary contact details for each site to allow them to ensure safe access to the survey areas. Some landowners may want to be contacted 48 hrs before entering their property. It will be the responsibility of the successful contractor, to make contact with, the landowner. All necessary licences and consents will be obtained by Natural England.

**Contract Management** **and timescales**

The contractor must be able to carry out the requirements of the contract on the dates below. They can carry out work outside of these dates with the agreement of Natural England and prior to the delivery date of the contract. Fieldwork must be carried out during February, March and April 2024, and the data compiled and submitted by 26th April 2024 subject to confirmation of access.

An inception meeting will be held prior to the start of the contract. This will be in a format agreed between both parties. This meeting will agree requirements for support between contractor and NE during the contract.

Natural England must be alerted in a timely manner should any unforeseen cost or delays be predicted.

**Key timescales:**

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| --- | --- | --- | --- |
| Task no. | Task and deliverable | Completion date | Payment schedule |
| 1 | Pre-site works:  Attend online inception meeting.  Attend on-site field meeting.  Site survey preparation works. | Prior to commencement of fieldwork TBA | 20% |
| 2 | Completion of on-site field work | 26/04/2024 | 30% |
| 3 | Complete all outputs of the contract:   * CSM attribute data and grazing for the relevant habitat feature at each of the assessment points, recorded and submitted using NESS.      * a unit commentary for all of the SSSI units, recorded in ArcGIS Field Maps during a walk over, including comments on variations in feature condition and management, where this is perceived to differ.      * using ArcGIS Field Maps, record perceived existing or anticipated pressures applicable to the designated habitat features, including comment on management actions and grazing required to address the pressure.   All fieldwork should be completed in time for the data to be QA’d and submitted by the contract completion date, unless otherwise agreed with Natural England. | 26/04/2024 | 50% |

Key progress and completion dates may be amended by mutual agreement between Natural England and the successful contractor. The successful contractor will be requested to submit at least one interim invoice as per the payment schedule shown above to enable part payment within the financial year 2023-24.

Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

Payment

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

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Invoices can be submitted after each key project milestone has been satisfactorily completed. Key project milestones will be agreed at the initial project inception meeting.

It is anticipated that this contract will be awarded for a period of7 monthsto end no later than 31st May 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 – 50 %

Commercial – 50 %

**Evaluation criteria**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| **Technical** | **50%** | **Proposal** | **Approach & Methodology** | **1 Question**  **Q1** Provide details of the methodology and approaches proposed to deliver the requirements of this project **(40% of technical score available)** |
| **Key personnel / expertise** | **1 Question**  **Q2** Provide asummary of relevant expertise and experience of key personnel and any work on similar projects and CVs **(30% of technical score available)** |
| **Project management and Quality Assurance measures** | **2 Questions**  **Q3.1** Please submit an outline proposal for how the project will be managed **(10% of technical score available)**  **Q3.2** Please provide details of the QA procedures that will be deployed for this work **(10% of technical score available)** |
| **Management of sustainability and Health & Safety** | **1 Question**  **Q4** Please briefly detail how you will manage any H&S risks and management of sustainable impacts **(10% of technical score available)** |
| **Commercial** | **50%** | **Whole life cost of the proposed Contract** | **Commercial Model** | **1 Question**  **Q5** Provide details of all costs required to deliver the requirements of this project. **(50% of commercial score available)**. |

Technical (**50**%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

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| --- | --- | --- |
| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

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

| **Methodology** | Detailed Evaluation Criteria |
| --- | --- |
| **Q1** Provide details of the methodology and approaches proposed to deliver the requirements of this project. | Your response should clearly set out the proposed approach and methodology for delivering the full scope of each of the main components of work, and demonstrate an understanding of what Natural England is trying to achieve. Your response should include technical detail where appropriate on methodologies and robustness of approach. Justify the proposed approach by explaining why the methods proposed are the most suitable.  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.  Your response should include identification of risks to achieving the planned timetable and measures proposed to mitigate these risks, demonstrating organisational and management skills to deliver the requirement fully.  Responses should not exceed four sides of A4, in 12pt Arial font. |
| **Key personnel / expertise** | Detailed Evaluation Criteria |
| **Q2** Provide asummary of relevant expertise and experience of key personnel and any work on similar projects and CVs. | Your response should provide information about your key personnel who will be directly involved with this contract, their role and time allocation for the elements of the project and their expertise and experience.  Surveyors undertaking field surveys must have proven experience, and the necessary ecological skills to monitor the relevant habitat feature. Experience of SSSI/CSM surveying is required and it is essential that surveyors have knowledge and experience of NESS and ArcGIS Field Maps in the context of SSSI habitat feature assessment. A knowledge of habitat management techniques is also desirable.  Your response should provide a summary of surveyor qualifications, skills, and past experience of undertaking similar survey work in the last 5 years. Include details of:   * experience and skills to monitor the relevant habitat feature * knowledge and experience of SSSI/CSM surveying using NESS and ArcGIS Field Maps * knowledge of habitat management techniques, and particularly grazing * experience of and qualifications in navigating on open moorland   Your response should also include details of the Lead Surveyor including:   * experience in leading and organising survey teams * skills in ensuring the safe working of survey teams * experience and skills in quality assuring survey work   Please provide names and CV’s, of individuals who will undertake the work and details of any sub-contractors to be used (if applicable).  Please also confirm that surveyors will have access to and can use iPads to complete the surveys.  Your response should also include a table outlining the time allocation for each individual for the different elements of the project. CVs should be 1 page of A4 in 12pt Arial Font, and detail how the experience of the named person is relevant to the tasks outlined in the specification. |

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| --- | --- |
| **Project management and Quality Assurance measures** | Detailed Evaluation Criteria |
| **Q3.1** Please submit an outline proposal for how the project will be managed. | Your response should provide information on your proposed project management methodology, including a detailed timeline, project schedule and risk management strategy aswell as provide assurances that you have the necessary processes in place to do this.  Please also demonstrate your approach to delivering and managing key milestones and deliverables.  Responses should not exceed four sides of A4, in 12pt Arial font. |
| **Q3.2** Please provide details of the QA procedures that will be deployed for this work. | Your response should outline your Quality Assurance procedures and quality evaluation process. Responses should not exceed four sides of A4, in 12pt Arial font. |

|  |  |
| --- | --- |
| **Management of sustainability and Health & Safety** | Detailed Evaluation Criteria |
| **Q4** Please briefly detail how you will manage any H&S risks and management of sustainable impacts. | Your response should provide a copy of your employer’s health and safety policy, professional indemnity insurance, public liability insurance and employer’s liability insurance. A draft/proposed Health and Safety Risk Assessment for the contract should also be provided with particular emphasis on field work.  Your response should also provide a copy of your employer’s environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which they have been awarded or are working towards. |

Commercial (**50**%)

The Contract is to be awarded as a 'fixed price' which will be paid according to the completion of the deliverables stated in the Specification of Requirements. The fixed price should include all costs including staff time, hourly rates for meetings, field work, report preparation, producing GI outputs, etc., or equipment if needed, and any expenses. There will be no allowance for adding in these costs later.

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 task required to deliver the outputs and the key personnel used in the delivery of those tasks.

**Calculation Method**

The method for calculating the weighted scores is as follows:

**Commercial (as per Commercial Response table)**

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x **[50%]** (Maximum available marks)

**Technical (as per Natural England’s assessment of supplier’s tender)**

Score = (Supplier’s Total Technical Score / Highest Technical Score) x **[50%]** (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS. The contract will be offered to the tenderer/supplier scoring the highest 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

