Request for Quotation

Mapping Citizen Science Research Infrastructure involving Farmers

12/06/2023

Request for Quotation

Mapping Citizen Science Research Infrastructure involving Farmers

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: ian.fitzpatrick@naturalengland.org.uk

Date: **10**/07/2023

Time: 12.00pm (noon)

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

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

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 12-06-2023 at [12:00 BST / GMT] |
| Deadline for clarifications questions | 28-06-2023 at [12:00 BST / GMT] |
| Deadline for receipt of Quotation | 10-07-2023 at [12.00 BST / GMT] |
| Intended date of Contract Award | 17-07-2023 |
| Intended Contract Start Date | 24-07-2023 |
| Intended Delivery Date / Contract Duration | 24-07-2023 to 31-03-2024 (8 months) |

Section 1: General Information

Glossary

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

|  |  |
| --- | --- |
|  |  |
| “Authority” | means Natural England who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

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

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

Conditions of Contract

The Authority’s Standard Condensed Terms and Conditions (available at [Procurement at Natural England - Natural England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/natural-england/about/procurement)) provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

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

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

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

You must only process any personal data in strict accordance with instructions from the Authority.

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

General Data Protection Regulations 2018

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

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

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

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf

Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

Specification of Requirements

Natural England (NE) are looking to appoint a contractor that has a proven track record in delivering high quality social science related to farmers and land managers, ideally with experience that relates to citizen science.

The contractor will be required to:

* Engage in regular project meetings with NE staff to provide project updates throughout the duration of the award.
* Conduct a comprehensive review of land-based citizen science initiatives including those that involve farmers in citizen science or farmer-specific initiatives across England.
* Develop a database of land-based citizen science initiatives, including those that involve farmers in citizen science or farmer-specific initiatives, and identify gaps and opportunities for improving farmer engagement with citizen science.
* Be skilled in both quantitative and qualitative research methods and analysis techniques to execute requirements of the main component outlined below.
* Obtain relevant ethical approvals for the project prior to data collection and adhere to General Data Protection Regulations 2018.
* Deliver core outputs as detailed in the specification below including a comprehensive database of citizen science initiatives in England that involve farmers in environmental data collection.
* Disseminate research findings by presenting the work to an NE audience.

Background

Citizen science can play a crucial role in environmental research in England, fostering collaboration between scientists and the public to collect data and contribute to scientific knowledge. It enables individuals, including farmers, to actively participate in monitoring and understanding their local environments. However, to effectively engage farmers in citizen science initiatives, it is essential to have a comprehensive overview of current projects and identify gaps and opportunities for their involvement.

This project aims to map existing land-based citizen science research infrastructure across England, with an additional in-depth focus on initiatives involving farmers in environmental data collection. The objective is to identify opportunities to enhance farmer involvement in citizen science, promoting sustainable agriculture and environmental conservation. A mixed-methods approach is expected to be used, including a comprehensive review, database development, and data analysis.

This research project is closely linked to another research project, namely the "[Farmer engagement with environmental data collection](https://www.contractsfinder.service.gov.uk/Notice/bbb3dca9-ad19-4069-b611-3cdc78fa731b)" project which will examine the barriers and challenges farmers face in their engagement with citizen science initiatives in their day-to-day lives.

Together, these two projects seek to enhance our understanding of farmer involvement in environmental research and develop recommendations to improve their engagement and participation in citizen science initiatives or monitoring technologies.

Aims

This project aims to map the existing citizen science research infrastructure in England, specifically (but not exclusively) focusing on initiatives involving farmers in environmental data collection. By conducting a comprehensive review and developing a database, the project will identify the types of data being collected and the technologies used for data management and sharing. This information will shed light on the current landscape of citizen science initiatives and help identify thematic and geographical areas where farmer engagement can be enhanced.

Objectives

There are three main objectives of this project:

1. Carrying out a comprehensive review of existing land-based citizen science initiatives including those that involve farmers in citizen science or farmer-specific initiatives across England, including those focused on both productivity indicators as well as biodiversity monitoring.
2. Creating a database of all land-based citizen science initiatives including those that involve farmers in citizen science or farmer-specific initiatives across England, including the types of data collected and the technologies used for data management and sharing.
3. Identifying gaps and opportunities in current citizen science initiatives, including missing themes as well as geographical areas where there may be lower levels of engagement or limited opportunities for farmers to contribute to environmental monitoring efforts.

Methods

Natural England are looking for contractors to identify relevant research questions and define a methodological approach suitable for addressing the aims and the objectives of the research. It is expected that the methodological approach will use mixed methods, including but not limited to, a literature review, interviews and conversations with leading organisations and institutions involved in citizen science initiatives, and the creation of a database of initiatives. The research approach taken should be grounded in relevant literature.

Applicants will be expected to demonstrate relevant experience in conducting primary and secondary social research relating to the methods proposed. Contractors should also have direct experience conducting social research in agricultural or rural contexts, or on themes related to public engagement with science.

Outputs:

The project will be expected to generate the following outputs:

|  |  |
| --- | --- |
| Deliverable reference | Deliverable details |
| D1 Database | A comprehensive database of land-based citizen science initiatives in England, including those that involve farmers in citizen science or farmer-specific initiatives. |
| D2 Report | Report covering research methods, summary of literature review included in database, and analysis of gaps and opportunities in citizen science landscape, including themes and geographical areas with lower levels of engagement. |
| D3 Presentation of research findings | Online presentation of findings to a NE audience |

Once let, the following are the key project milestones:

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 12-06-2023 at [12:00 BST / GMT] |
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|  |  |  |
| --- | --- | --- |
| Milestone number | Milestone | Date |
| MS1 | ​​​​Project inception meeting/teleconference between contractor/sub-contractor and Natural England​ | July/August 2023 |
| MS2 | ​​​Establish NE/DEFRA research steering group | July/August 2023 |
| MS3 | ​​​Agreed final methodology and data gathering approach including project timeline. | August/September 2023 |
| MS4 | ​​​Fortnightly teleconference (progress update) | July/August 2023 |
| MS5 | ​​​Data collection D1 and D2 of the research | September/October 2023 |
| MS6 | ​​​Analysis of data for D1 and D2 of the research | December 2023/January 2024 |
| MS7 | ​​​Research output D1 (Initial draft for comment) | February 2024 |
| MS8 | ​​​Research output D2 (Initial draft for comment) | February 2024 |
| MS9 | ​​​Research output D1 (Final version) | End March 2024 |
| MS10 | Research output D2 (Final version) | End March 2024 |
| MS11 | Draft deliverable of research output D3 | Mid March 2024 |
| ​​​MS12 | ​​​Final deliverable of research D3 | ​​​End March 2024 |

The contractors will be expected to provide a detailed work plan once the contract is awarded, guided by the above timeline. Please note that there is a requirement for at least one round of feedback and comments on drafts of research outputs D1, D2, and D3. A final version of the report, database and presentation should be submitted by the 31st March 2024. Though there will be some flexibility to adapt to emerging context within this overall timeframe, any delays to this timetable during the contract should be immediately discussed with the Project Officer.

Please note that the contractor will need to fill in an ethics checklist for the research to be considered by NE's ethics committee, although the latter is not necessary if the supplier has adequate ethics processes in place.

The outputs will need to be written in line with good practice guidance on writing and accessibility (see: <https://www.gov.uk/guidance/guidance-and-tools-for-digital-accessibility#designing-accessible-content>). There is also a standard template and guidance on formatting reports which the Authority will make available if needed.

To deliver this contract, we are seeking social scientists who are experienced and knowledgeable about farmers and public engagement with science (for example, researchers from cultural geography, cultural economy and cultural sociology, environmental/geo-humanities and/or social anthropologists), and who also have demonstrable experience and knowledge of qualitative social research skills (including appropriate approaches to analysis) as well as skills in database creation.

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 intervals throughout the project on completion of the following project milestones:

​​​Payment of 15% of the total contract value will be made on completion of MS3​​. A second payment of 15% will be made on completion of MS5. The remainder (70%) of the invoice will be paid on receipt of a detailed invoice following completion (to the satisfaction of the Natural England Nominated Officer) of MS11 detailed above, and formal acceptance of the specified outputs.

Payment schedule

|  |  |  |
| --- | --- | --- |
| Milestone/Deliverable number | Activity/deliverable required for payment. | Payment percentage |
| MS3 | ​​​Agreed final methodology and data gathering approach including project timeline. | 15% |
| MS5 | ​​​Data collection D1 and D2 of the research | 15% |
| MS11 | Final deliverable of research D3 | 70% |
| Total |  | 100% |

It is anticipated that this contract will be awarded for a period of 8 months to end no later than 31/03/2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Methodology | 1 Question:  Q1.1: Provide details of your proposed research design including methodology and ethical considerations (30% of technical score available) |
| Key personnel | 1 Question  Q2.1: Provide details of the proposed project team and team structure that you intend to use to deliver this project, Staff CVs, previous similar projects, breakdown of staff experience v individual staff time allocated to the project (20% of technical score available) |
| Quality assurance | 1 Question  Q3.1: Provide details on the proposed project delivery plan, including timelines, risk, ethics and handling and storage of third-party data. (20% of technical score available) |
| Management of sustainability and social value | 2 Question  Q4.1: Provide details on how the delivery of the project aligns with our [Sustainable Procurement Policy Statement](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69420/sustainable-procurement-policy-statement.pdf).(5% of technical score available)  Q4.2: Provide details on how the delivery of the project aligns Natural England’s commitment to delivering [Social Value](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921437/PPN-06_20-Taking-Account-of-Social-Value-in-the-Award-of-Central-Government-Contracts.pdf) (5% of technical score available) |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q4: Include detailed breakdown of costs to deliver the project in the Commercial Response Form. (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.

|  |  |
| --- | --- |
| Methodology | Detailed Evaluation Criteria |
| Q1.1 Provide details of your proposed methodology.  Responses should not exceed four sides of A4, and use Arial font, size 11. | Set out in detail each element of the methodology and how this will be carried out. This should include the approach, design and analytical strategy proposed to meet the requirements of this project.  Your response should:   * Demonstrate a clear understanding of the nature of the requirements defined in the specification. * Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements within the funding time frame. * Provide a clear rationale and justification for the chosen approach. * Outline any support required from the authority (Natural England).   Evaluation criteria:  Your response will be evaluated based on:   * The inclusion of information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. * The appropriateness of the approach to deliver against the defined evidence needs of Natural England. * The extent to which the project is practical, achievable and cost-effective. |

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| Key personnel | Detailed Evaluation Criteria |
| Q2.1 Provide details of the proposed project team and team structure that you intend to use to deliver this project.  Responses should not exceed two sides of A4 (excluding CV's), and use Arial font, size 11. | Provide details of the proposed project team and team structure that you intend to use to deliver this project.  The response must demonstrate that the ​staff members​ (including any sub-contractors if appropriate) who will be assigned to delivery of this specific project have sufficient technical expertise across the broad range of skills required to deliver the project objectives including both generic skills and specific skills. The response should also include examples of where the proposed consortium has leadership in delivering applied marine social science research and links to, or experience of researching coastal partnerships.  The information provided should include:   * A short CV for ​each member of the proposed Project team, information on ​​the amount of time input (days/hours) to this specific project​​, their roles, responsibilities, levels of seniority, the value added that they will bring to the project, their lines of reporting and their availability to do the work. ​​We suggest this information should be provided in a table.​ The time input should match the staff days included in the cost proposal. * ​​The name(s) of the individual(s) who will have overall management responsibility for the project and will report to Natural England’s project officer and the person who will be responsible for ensuring that the Project is completed satisfactorily. ​​Please highlight this information in bold.​      Your response will be evaluated based on:     * The level and relevance of expertise and skills, provided by ​the Project team and sub-contractors​ and the value added delivered by this. This will consider expertise and skills in: project management; survey design, qualitative methods. * The suitability and adequacy of ​the staff making the inputs to each stage of the Project​ (in terms of their expertise and skills), the quantity of their inputs and their availability to do the work. * The clarity and sufficiency of lines of ​​reporting. |

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| --- | --- |
| Quality assurance | Detailed Evaluation Criteria |
| Q3.1 Provide details on the proposed project delivery plan, including timelines, risk, ethics and handling and storage of third-party data. | Provide detailed project management arrangements for the project including day-to-day working for the project, a proposed timeline for the delivery, risk log and mitigation actions.    The information provided should include:   * A Gantt chart presenting milestones, deliverables, timelines and inter-dependencies. * Identification of possible risks to the delivery of the proposed project, including risks rating (high, medium, low) and actions to mitigate against identified risks. This should include details of how risks will be tracked and reported to Natural England for the entire project life-course. We suggest this information is presented in a table. * There should also be consideration of cover for key roles given any unforeseen circumstances. * Information on the ethical approval procedures that will be followed prior to collection of primary data. * Safety procedures for conducting fieldwork. * Detail how data will be handled, transported, shared and stored securely. |

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| sustainability and social vlaue | Detailed Evaluation Criteria |
| Q4.1 Provide details on how the delivery of the project aligns with our [Sustainable Procurement Policy Statement](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69420/sustainable-procurement-policy-statement.pdf). | Your response should:   * Include any relevant sustainability statement from your organisation * Demonstrate how you will implement this in the context of this project |
| Q4.2 Provide details on how the delivery of the project aligns Natural England’s commitment to delivering [Social Value](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921437/PPN-06_20-Taking-Account-of-Social-Value-in-the-Award-of-Central-Government-Contracts.pdf) | Your response should:   * Include any relevant social value statement from your organisation * Demonstrate how you will implement this in the context of this project |

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, incorporating their Response, for signature. The Authority will then counter sign.

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