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Request for Quotation

Catcott Edington and Chilton Moors SSSI – Grassland and Ditch monitoring

Ref: SME\_AT\_101

27th March 2024

Request for Quotation

Catcott Edington and Chilton Moors SSSI – Grassland and Ditch monitoring

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:[laura.daniells@naturalengland.org.uk](mailto:laura.daniells@naturalengland.org.uk)

Date: 12th April 2024

Time: 17:00

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

Laura Daniells 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 in the w/c 8th April 2024.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 27-03-2024 at 17:00 BST |
| Deadline for clarifications questions | 05-04-2024 at 17:00 BST (responses to questions will be sent out in the w/c 08-04-2024) |
| Deadline for receipt of Quotation | 12-04-2024 at 17:00 BST |
| Intended date of Contract Award | 22-04-2024 |
| Intended Contract Start Date | w/c 22-04-2024  (field work starting in May 2024) |
| Intended Delivery Date / Contract Duration | 31-01-2026 |

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 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 (VAT to be itemised separately).

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

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

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

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

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

Further information about Natural England can be found at: [Natural England](http://www.naturalengland.org.uk/).

Over the past few years, Natural England has re-focused effort into improving site condition. The first step in achieving this is understanding the current condition of the site and the factors influencing it.

Getting SSSIs into favourable condition is a target in the Environmental Improvement Plan (EIP) 2023 and the 25 Year Environment Plan and will be essential for building the Nature Recovery Network.

Background to the specific work area relevant to this purchase

Catcott Edington and Chilton Moors SSSI (also referred to as CECM SSSI throughout these documents) forms part of the extensive grazing marsh and ditch systems of the Somerset Levels and Moors. The features for which the site is notified are several species of non-breeding birds; an assemblage of breeding birds; two communities of aquatic invertebrates found in the ditches; the otter population; the community of aquatic plants found in the ditches; the ditch habitat; neutral grassland communities; wet grassland communities and fen habitats. There is detailed information about the biological interest at the [Catcott Edington and Chilton Moors SSSI](https://designatedsites.naturalengland.org.uk/sitedetail.aspx?SiteCode=S1003888&SiteName=Catcott+Edington+and+Chilton+Moors+SSSI&countyCode=&responsiblePerson=&unitId=&SeaArea=&IFCAArea=) page of our Designated Sites View website, including the list of monitored features and the citation.

The site covers 1085 ha and is divided into 37 numbered ‘units’ for the purposes of monitoring and management which correspond with physical boundaries, ownership, or both – see Map A.

The last comprehensive assessment of the condition of notified features was in 2013, when the grassland and ditch features were found to be in Unfavourable Recovering condition. In 2021 the ditch feature was downgraded to Unfavourable Declining condition due to water quality assessments. This site is due a Condition Assessment to establish the current condition and to assess the impact of the water quality issues identified.

This Contract is aimed at collecting data to enable Condition Assessment of the grassland and ditch features on the site over the course of 2 field seasons as detailed below.

Requirement

General

The methodology used for condition monitoring must be compliant with the published standards for Common Standards Monitoring:

* [Common Standards Monitoring - Introduction to the Guidance Manual (jncc.gov.uk)](https://data.jncc.gov.uk/data/f6fef832-93f0-4733-bf1d-535d28e5007e/CSM-Introduction-2004.pdf)
* [Common Standards Monitoring Guidance for Lowland Grassland Habitats (jncc.gov.uk)](https://data.jncc.gov.uk/data/15a03fed-f306-4f01-9139-4933e814b9ec/CSM-LowlandGrasslandHabitats-2004.pdf)
* [Common Standards Monitoring Guidance for Lowland Wetlands Habitats (jncc.gov.uk)](https://data.jncc.gov.uk/data/2ca75082-4246-4ec3-9472-08fbc24165a3/CSM-LowlandWetlandHabitats-2004.pdf)
* [Common Standards Monitoring Guidance for Ditches (jncc.gov.uk)](https://data.jncc.gov.uk/data/1b15dd18-48e3-4479-a168-79789216bc3d/CSM-Ditches-2005.pdf)

Natural England will supply a monitoring specification for the SSSI which includes a list of attributes and targets for each habitat. This adds site specific detail, where available, to complement that provided in the generic attributes and targets listed on the JNCC guidance pages as Conservation Objectives.

A spreadsheet/recording form (Excel) will be provided for each feature to be monitored. This can act as the recording form or be used to create a bespoke form.

A map/GIS file will be supplied with pre-determined stop locations, when they are to be used.

The area to be surveyed is shown in Map A

Information and guidance on requesting baseline digital geographical data from Natural England can be found [on our website](https://www.gov.uk/guidance/how-to-access-natural-englands-maps-and-data).

Habitat features

The following notified features require a Common Standards Monitoring (CSM) compliant survey on the Catcott Edington and Chilton Moors SSSI site:

* Lowland fens, including basin, flood-plain, open water transition and valley fens
* Lowland mire grassland and rush pasture
* Lowland neutral grassland (MG8)
* Lowland wet neutral grassland (MG11, MG13)
* Ditches

These notified features are monitored as 2 grassland mosaics and a single ditch feature and the appropriate timings for each feature’s survey are given in the below table.

**Note -** Grass on this site can be cut for hay during June/July. Surveying can begin from May to be compliant with the CSM guidance. The grassland survey aspect of this contract will be split over 2 years to allow for this reduced survey window, and we would ask that this timing be factored into any planning by the supplier. The supplier will not be responsible for gaps and uncertainties in the data arising because the grass has been cut before the survey takes place. However, tenderers should show in their quote how they intend to manage this risk to the survey, and they should also indicate how they propose to settle fairly with Natural England if some of the planned surveys cannot be completed for this or other reasons.

It is expected that the ditch feature will be surveyed within the first year of the contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Habitat feature | Estimated Extent | Habitat NVC types | Timing of survey visits |
| Neutral grassland | 730.33 ha | Complex mosaic of neutral grassland MG5, MG8, MG11, MG13, Ag-Cx., | May to mid-June - July (before hay cut in meadows). |
| Fen, Marsh and Swamp | 6.103 ha | Complex mosaic of M22, M23, M24, M25, S5 & S24 communities | M22/M23 – May to early June or mid-June to July (before hay cut in meadows).  M24/M25 - early June to end August.  Swamp - June to September. |
| Ditches | 153.79 km |  | Mid-June to mid-August |

Grassland condition monitoring methodology

For grassland features (totalling approximately 740 ha) we require evidence of each of the attributes listed in Appendix 1 (a spreadsheet detailing the minimum data required at each stop will be provided on award of the contract), taken on a structured walk as described in the CSM guidance (see above). Stop locations will be pre-determined and at least 60 stops are expected to be visited across the 2 habitat features given in the table above. Each stop should be accompanied by notes describing any other ecological features of interest in the land parcel and observations about habitat condition, management, pressures and their potential remedies that will aid our assessment. Notes should also be taken between stop locations where any examples of good/poor management and any pressures on the site are observed.

**Note -** protected bird species use this site for breeding, please detail how you will assess and mitigate for the risk of disturbance.

Ditch condition monitoring methodology

For the ditches on site we require evidence of each of the attributes given in Appendix 1 taken at each of at least 70 pre-defined stop locations. At each stop, data will be gathered on the physical structure of the ditch and habitat, water quality and quantity and the vegetation along a 20m length centred on the stop location. Ditch survey methodology is described in the [CSM Guidance for Ditches](https://hub.jncc.gov.uk/assets/1b15dd18-48e3-4479-a168-79789216bc3d) and a spreadsheet detailing the minimum data required at each stop will be provided on awarding the contract.

Additionally, questions related to habitat features that support the invertebrate features will need to be answered for each stop location. These will also be detailed in the spreadsheet to be provided.

Each stop should be accompanied by notes describing any other features of interest related to the ditch and adjoining land, along with observations about habitat condition, management, pressures and remedies that will aid our assessment.

Surveyor requirements

To ensure field surveys are undertaken by suitably experienced people, please provide information about staff who will deliver the brief, comprising a summary of their qualifications, skills and past experience of undertaking similar survey work. We will look for evidence that surveyors have the necessary ecological skills to monitor the relevant habitat, identify the likely species encountered and recognise the relevant National Vegetation Communities. The lead surveyor should have strong working knowledge of relevant Common Standards Monitoring methodologies and habitat management techniques.

The supplier should factor in any time necessary for the survey team to familiarise themselves with relevant parts of Common Standards Monitoring guidance listed above and the SSSI monitoring specification, focussing on attributes/targets and field procedures/methodology, and conservation objectives for the specific feature.

As detailed above, the risks to survey completion should be factored into the quotation.

Safety requirements

The Health and Safety at Work Act 1974 is to be fully complied with at all times. Risks associated with field-based work need to be considered. The site is formed of surfaced droves (access tracks), ditches and grassland.

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. This 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 –provide description of level taken out
  + Professional Indemnity Insurance –provide description of level taken out

Outputs and Contract Management

Key dates for contract outputs:

|  |  |  |
| --- | --- | --- |
| Deliverable | Responsible Party | Date of completion |
| Contract issued | Natural England | 22nd April 2024 |
| Landowner permissions secured and details provided to contractor | Natural England | 1st May 2024 |
| Draft report due – grassland 2024 | Contractor | 1st September 2024 |
| Draft report due - ditches | Contractor | 1st October 2024 |
| Final report due - ditches | Contractor | 20th December 2024 |
| Draft report due – grassland 2025 | Contractor | 1st September 2025 |
| Final report due – grassland – both years | Contractor | 19th December 2025 |
| Wash up meeting | Contractor | w/c 12th January 2026 |
| Contract Completed | All | 31st January 2026 |

Contract management:

w/c 22nd April 2024 - Start up meeting between project officer and supplier where monitoring forms, maps, landowner permissions and protocols will be discussed.

Fortnightly progress updates thereafter during the field season-via phone or email- to briefly outline sites covered and any issues. Project manager will be available during working hours (Mon-Thurs 9am-3pm are core hours) for any queries regarding methodology, land access or site issues.

End of field-season draft reports to be submitted within 2 months of field work concluding or the date in the above table, whichever is later. Draft reports to comprise a summary of the data across the site (e.g. mean measures for each listed attribute), copies of the raw data (for reference) and notes on any issues encountered on site that may require Natural England’s attention (e.g. potential enforcement issue or worrying site management).

**Final reports** to be submitted at the end of the calendar year when the survey was completed.

* Final report of ditch features due at the end of 2024.
* Final report for grassland features due at the end of 2025.

Final reports to comprise:

* data overview to include:
  + summary of how each attribute (see Appendix 1) compared to the targets set out in the monitoring specification
  + observations and overall conclusions about the current management of the site
  + any issues encountered on site
  + any other ecological observations of note
* maps, in the form of GIS shapefiles (see Annex 3 for compatibility details), that show:
  + stop locations (including notes/images as attributes)
  + target note locations (including notes/images as attributes)
  + images (including reference information in title or attributes)
  + pressures (e.g. issues) on the site (refer to list provided on award of contract)
* raw data and data summaries used to assess each attribute for each feature (i.e. data collected in the field at each stop location)

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. Payments will be split into 8 equal payments over the 2-year period as below (the exact timing of payments is open for negotiation):

|  |  |
| --- | --- |
| Payment | Payment date |
| 1. Initial | 31st May 2024 |
| 2. Field season | 31st July 2024 |
| 3. Interim | On receipt of draft reports 2024 |
| 4. Interim | On receipt of final ditch report |
| 5. Field Season | 31st May 2025 |
| 6. Field season | 31st July 2025 |
| 7. Interim | On receipt of draft report 2025 |
| 8. Final | On receipt of final grassland report |

It is anticipated that this contract will be awarded for a period of 22 months to end no later than 31/01/2026. 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.

The contract will be awarded to the tender which best fits the profile of requirements. This will be assessed by the Project Officer in consultation with relevant colleagues using the evaluation criteria detailed below.

As part of the evaluation process a quality threshold will be placed on each scoring criterion identified below. If your tender falls below the threshold, your bid will not be considered.

Evaluation criteria

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

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 criteria stated below.

Your tender should include the following information and supporting evidence:

|  |  |  |
| --- | --- | --- |
| Criteria | Weighting (%) | Tender Information |
| |  | | --- | | Key personnel -Technical expertise and experience.  Please provide details of your experience in undertaking:   * Grassland surveys using the methods detailed in this specification * Common Standards Monitoring in general. * Analysis, presentation and reporting of data generated from surveys. | | 25  (threshold score = 80) | Previous contracts for undertaking grassland surveys for Site Condition Monitoring on SSSI sites.  Qualifications, technical merit, and experience of key staff engaged on the contract e.g., CVs, previous relevant survey contracts, technical qualifications.  Particular reference should be made to experience of surveying the relevant habitats. |
| Proposed methodology – Fit with Specification and methodology:   * Availability and planned timings and approach. * Capability for full delivery of expectation. | 15 (threshold score = 70) | Include details of availability given the timescales provided and a proposed outline schedule or timetable of works. Include details of capability for field survey work with a clear rationale for the estimated number of days for field work. Please include details of how the survey area will be covered and how the visits will be organised in terms of personnel and timescales. |
| **Project and risk management** –  Details of resources allocated. | 20 (threshold score = 70) | 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. |

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. Include all costs and VAT clearly itemised.

Calculation Method

The method for calculating the weighted scores is as follows:

**Commercial Score** (WC)

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

**Technical Score** (WT)

WT= (Bidder’s Total Weighted Tech Score/Highest Weighted Tech 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):  
TWS = WC + WT

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
* a response submission covering of the above technical criteria
* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_