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Request for Quotation

## 

## Request for Quotation

**Creating a short film to promote the work of Natural England’s Chief Scientist Directorate (CSD)**

You are invited to submit a quotation for the requirement described in the specification below.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

Your response should be returned to the following email address by: 27/09/2022

Email: carly.pettett@naturalengland.org.uk

Ensure you state the reference number and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

Carly Pettett will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by 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 | 14/09/2022 |
| Deadline for clarifications questions | 29/09/2022 |
| Deadline for receipt of Quotation | 29/09/2022 |
| Intended date of Contract Award | 03/10/2022 |
| Intended Contract Start Date | 03/10/2022 |
| Intended Delivery Date / Contract Duration | 30/11/2022 |

### 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 the Department for Environment, Food and Rural Affairs acting as part of Natural England |
| “RFQ” | Means this Request for Quotation and all related documents published by the Authority and made available to suppliers |
| “Contract” | Means the contract to be entered into by the Authority and the successful supplier. |

### 

### Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RTQ may result in the supplier’s exclusion from this procurement.

### 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.

#### Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

#### Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

#### 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 in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

#### Conditions of Contract

The terms and conditions attached will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

#### Specification

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

**Chief Scientist Directorate**

Science, evidence and analysis are at the heart of Natural England's advice, operations and regulatory activity. To be successful in recovering nature, we need high quality, relevant and up to date evidence that is actively and confidently applied by all of us.  This means we need, amongst other things, to understand what changes are happening in the natural environment and what interventions and actions work well. Our underpinning science, evidence and analytical capability continues to grow, as we pursue our ambition to be an evidence-led organisation.

The Chief Scientist’s Directorate is made up of three directorates:

* Analysis Directorate
* Evidence Directorate (including Science & Evidence Programme)
* Science Directorate

**CSD Mission Statement**

We develop evidence and provide scientific advice for nature's recovery.  We do this by:

* Investing in science, evidence and analysis to understand the environment
* Maintaining and developing science and analytical skills across NE
* Creating a supportive and rewarding work environment in which our staff thrive
* Building purposeful partnerships to grow the evidence base
* Advocating a multidisciplinary perspective to environmental challenges
* Following rigorous quality guidelines, ethics and standards to produce robust data and evidence
* Embracing the future through innovation, new technology and ideas
* Continuously improving data architecture and infrastructure, and promoting transparent open data principles
* Maximising the impact of our science and evidence through publishing guidance, reports, products and embracing digital platforms

**Aims and objectives of CSD promotional film**

Feedback from workshops and interviews across the organisation have found that there is limited understanding of the breadth of work across CSD. We therefore wish to promote CSD through a short film that we can share with colleagues across the organisation. In addition, we are keen to continue to build our reputation externally as leaders in applied environmental science so we would also like the promotional film to be suitable to share with external stakeholders across a variety of channels, including social media. The film should show the breadth of work CSD covers and showcase some of our most innovative, and interdisciplinary parts of it, for example drone piloting, DNA monitoring and field surveys.

**Requirement**

The requirement for this contract is to produce a short film (circa 3 minutes) which will be used as a promotional tool to engage both internal staff and external stakeholders with the work of CSD. The contractor will film staff from around six work areas across CSD, in a variety of locations across England as appropriate for the work area. These may be field, lab or office locations depending on the work area and the contractor will need to take account of associated travel costs. It is anticipated that filming will include interviews with staff and footage of them demonstrating the work they do. The requirement is then to edit these together into a montage, using music and subtitles as appropriate to make an appealing and stimulating film. Natural England also has a selection of videos and photos from the field which can be incorporated as required.

The storyboard and design of the film will be a collaborative effort between the Natural England project team and the contractor. All meetings and communications will be done via email and Zoom/Teams.

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| **Task** | **Timing** |
| Project inception meeting | W/C 03/10/22 |
| Storyboard to be agreed with project team | By 10/10/22 |
| Filming planning meeting- finalise details of locations | W/C 17/10/22 |
| Filming | 24/10/22-04/11/22 |
| Film editing | W/C 07/11/22 |
| Draft product delivered | By 11/11/22 |
| Edits made | W/C 21/11/22 |
| Final product delivered | By 30/11/22 |
| Contract ends | 30/11/22 |

It is anticipated that this contract will be awarded for a period of two months to end no later than 30/11/22 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.

**Data/file storage**

* All videos to be exported in a **web quality format** 1920x1080/H264/.MP4/10mbps and a **high-quality format** 1920x1080/Apple ProRes 442/.MOV
* All files to be backed up for a minimum of 12 months & the client is to be contacted prior to any deletion.

**Supporting Documentation**

Please also submit the following documentation:

* + Risk Assessments
  + Health & safety Policies/certificates
  + VAT registration number
  + Public Liability Insurance
  + Professional Indemnity Insurance
  + Sustainable Procurement Practices
  + Environment Policies

**Sustainability**

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which they have been awarded or are working towards.

**Quotation Submission**

Please submit the following as part of your quotation (these elements will be evaluated (as per table below) as part of the quality criteria and weighted in accordance with the importance and relevance attached to each):

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| **Criteria** | **Weighting** | **To include:** |
| Brief details about your organisation and examples of carrying out similar contracts | 50 | Brief outline of similar pieces of work you organization has completed and your capability to carry out this project |
| Proposed approach to carrying out this contract | 50 | Please submit an outline method of how you propose to deliver the services, the key personnel who will be involved, and the quality assurance measures that will be in place. Please include details of how any health and safety risks will be managed (including consideration of potential Covid-19 risks) |

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| **Score** | **Justification** |
| For a score of hundred (100): | Excellent - Response is completely relevant and excellent overall.  The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| For a score of seventy (70): | Good - Response is relevant and good.  The response demonstrates a good understanding and provides details on how the requirements will be fulfilled. |
| For a score of fifty (50): | Acceptable - Response is relevant and acceptable.  The response provides sufficient evidence to fulfil basic requirements. |
| For a score of twenty (20): | Poor - Response is partially relevant and/or poor.  The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| For a score of zero (0): | Unacceptable - Nil or inadequate response.  Fails to demonstrate an ability to meet the requirement. |

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

**Quality – 50%** and **Price – 50%**

**Contract Management**

This contract shall be managed on behalf of the Authority by:

Dr Carly Pettett

Senior Adviser Science Leadership

Chief Scientists Directorate

Natural England

Tel: 07787223481

carly.pettett@naturalengland.org.uk

**Invoicing**

We will raise purchase orders to cover the cost of the services and will send a purchase order number following contract award.

Invoicing will be done on satisfactory completion of the project (latest by 30/11/22).

### 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.

By submitting a quotation, 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 contractor 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.