Request for Quotation

EARNSE Hub - Access Audit, NL-22-00136

9 February 2024

Request for Quotation

EARNSE Hub – Access Hub, NL-22-00136

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: maggie.robinson2@naturalengland.org.uk

Date: **26**/02/2024

Time: 12:00

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

Contact Details and Timetable

Maggie Robinson 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.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 09/02/2024 at 11:00 |
| Deadline for clarifications questions | 21/02/2024 at 17:00 GMT |
| Deadline for receipt of Quotation | 26/02/2024 at 12:00 |
| Intended date of Contract Award | 04/03/2024 |
| Intended Contract Start Date | 11/03/2024 |
| Intended Delivery Date / Contract Duration  | 09/09/2024 |

Section 1: General Information

Glossary

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

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

Conditions applying to the RFQ

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

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

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

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

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

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

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

Amendments

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

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

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

Conditions of Contract

The Authority’s

* Standard Good and Services Terms & Conditions (used for purchases under £50k)

can be located at Standard goods and services terms and conditions (£10,000 to £50,000) - GOV.UK (www.gov.uk) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

For the purpose of this RFQ the Authority is classified as '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

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. We work with farm Managers and land managers; business and industry; planners and developers; national, regional and local government; interest groups and local communities to help them improve their local environment.

Our responsibilities include:

• Managing England’s green farming schemes, paying over £300million/year to over 55,000 agreement holders

• Increasing opportunities for everyone to enjoy the wonders of the natural world

• Reducing the decline of biodiversity and licensing of protected species across England

• Designating National Parks and Areas of Outstanding Natural Beauty

• Managing most National Nature Reserves and notifying Sites of Special Scientific Interest. To find out more, visit our website at [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

Background to the specific work area relevant to this purchase

Natural England is currently leading a funding application to National Lottery Heritage Fund (NLHF) and will need to submit additional information as part of a Stage 2 Delivery Phase application. The project partners; Natural England, Westmorland & Furness Council, Cumbria Wildlife Trust and Art Gene, are interested in further exploring the opportunities to help engage a wider range of audiences and improve the participation, learning and involvement in the natural environment and open spaces in and around Walney Island, the designated sites and the grounds of the proposed Environmental Hub buildings and community spaces on Walney Island, Barrow-in-Furness.

Natural England seeks to increase participation overall in the outdoors for health and wellbeing benefits and in particular those with Protected Characteristics under the Equality Act (the Act) who are, or feel, excluded from these opportunities. As part of the development phase of our EARNSE Hub project we are wanting to commission an access audit for physical and sensory access, to inform possible work that needs to be undertaken as part of the project’s delivery phase. The access audit will include Natural England’s North Walney National Nature Reserve and Cumbria Wildlife Trust’s South Walney Reserve, on Walney Island, Barrow-in-Furness. (see annex 1 and 2 for location).

**Introduction to Earnse Bay Environment Centre**

Earnse Bay Environment Centre is being built by Natural England at West Shore, Walney Island, Barrow in Furness, Cumbria LA14 3YW. The centre will have a workshop, office and volunteer spaces, plus environmental education facilities. The building sits within a 3.3 ha field, that is owned by Westmorland and Furness Council, who are also building community facilities within the site.

Natural England manages North Walney National Nature Reserve and Cumbria Wildlife Trust manages South Walney Nature Reserve. The latter is easily accessible by vehicles, the former has no vehicular access for the public, it is accessible on foot, but is relatively remote. Both reserves have self-guided walks. See Annex I-4 for location and reserve maps The car park for South Walney is located at SD 215621 and the entrance to North Walney NNR is located at SD 169715.

Natural England also designated the King Charles III Coast Path loops around Walney island, which, enters the reserves.

Both reserves have grazing animals on them, mainly cattle.

Both reserves are designated for their conservation interest and have extensive sand dune habitats, shingle, salt marsh and over-wintering, breeding and roosting bird interest. Bird disturbance requires managing for the conservation interest of both reserves. South Walney Reserve also has a breeding seal colony, where access needs managing to prevent disturbance to the colony.

The surrounding coast is heavily designated for nature conservation as Duddon Estuary SSSI (Site of Special Scientific Interest), South Walney and Piel Channel Flats SSSI. Morecambe Bay SAC (Special Area of Conservation), Morecambe Bay and Duddon Estuary SPA (Special Protection Area), Duddon Estuary RAMSAR and West of Walney MCZ (Marine Conservation Zone).

[https://www.SSSI details](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjSp8ir97aBAxWuQkEAHdfaBgIQFnoECBAQAQ&url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fprotected-areas-sites-of-special-scientific-interest&usg=AOvVaw0h6EW5068aBiKscINyrLXz&opi=89978449)

**Requirement**

The contractor is to provide all labour, equipment, and any other items necessary for undertaking the work and completing the contract. They will provide all relevant day-to-day supervision, including risk management and health and safety requirements, including PPE. Natural England and Cumbria Wildlife Trust will provide relevant site risk assessments, but not task risk assessments, which will be the responsibility of the contractor.

Vehicular access is limited to main roads. Vehicles cannot be taken onto the North or South Walney reserves unless otherwise agreed with the relevant Reserve Managers. For North Walney NNR vehicular access is through BAE Systems airstrip, which must be pre-arranged, including security clearance. Any permission if granted may be revoked if ground conditions deteriorate as a result of access or adverse weather, etc.

When working on or near land designated as open access land, contractors must ensure that the work is executed in a manner which takes account of the possible presence of members of the public and their dogs. In such instances the contractor must adopt appropriate control measures; identified in their risk assessment (including appropriate signage).

Access to the reserves will be agreed with the Senior Reserve Manager for the specific reserve, all gates to/from the sites to be left as required by the site manager after entering/leaving and at the end of the day.

The contractor will maintain close contact with the Earnse Hub Project Manager throughout the contract.

**Scope of the work**

We are asking for:

1. An audit that assesses physical and sensory access at North Walney National Nature Reserve and South Walney Nature Reserve, using By All Reasonable Means (BARM) guidance on least restrictive access to the outdoors and Outdoor Accessibility Guidance 2023 published by Paths for All.

We require the contractor to Identify the routes that:-

* with identified reasonable adjustments can be promoted in such a way as to allow disabled visitors to decide whether the route is suitable for them and their equipment by providing the right information on gradient, camber, path surface and facilities.
* Identify routes that would be suitable for use by a Tramper or similar all-terrain vehicle and make recommendations as to whether and how the route could be improved.

We require the contractor to make recommendations for:-

* Which sections of trail would be suitable for and could benefit from physical improvements on the ground to make them more accessible in the light of least restrictive access criteria, including the changes required to do so.
* Recommend how we can improve signage and infrastructure and any improvements, to increase sensory access to the reserves.

Criteria for assessment to consider should include:

Standards - The project will consider access standards for different levels of development and appropriateness of development within the context of the environmental impacts.

Physical features such as: barriers; steps or stiles, quality of path surfaces and path widths in the context of the setting

Distance between passing places, resting places

Gates – checking for compliance with BS5709 (2018) Ramp gradients and spaces between landings, cross cambers.

Contextual factors- Route/terrain Connectivity/ what’s available nearby/ is there a sparsity or concentration of provision

Demand/Popularity.

Consideration should also be made to the agricultural requirements, particularly for stock management.

Take into account existing surveys and audits that have previously been undertaken (e.g. bird disturbance) which will be supplied by Naturel England.

All proposals for potential increased use and recommended infrastructure changes must take into consideration the environmental and landscape impacts on the designated site interest.

1. Identify a list of reasonable adjustments
2. Provide a prioritisation of actions, by those that would have the greatest impacts for increased accessibility and practicability of implementing, to those with least effect.
3. Capture all information, methodology and recommendations in a report.

The access audit should be available in a digital format using Microsoft e.g. Word and Excel and 2 hard copies supplied, including maps. Any mapping software for sharing should be agreed beforehand with Natural England. If required Arc GI layers can be obtained from Natural England via a data request.

The project needs to consider all elements listed in the Sustainability section especially where there maybe potential landscape and environmental impacts from changes on the ground or increased use. The contractor will have experience of carrying out their work with regard to the following: Landscape assessment, Environmental Impact Assessment, Equality Impact Assessment.

A draft of the Access Audit will be available by 15th July 2024, for consultation with the NLHF partners.

Natural England will respond to the draft on behalf of the steering group by 16th August

A final copy of the Access Audit will be available by 9th Sept 2024

**The contractor will have experience of carrying out their work with regard to the following:**

Assessing and advising on access routes for suitability of use by those with Protected Characteristic, understanding the barriers to access on a site and how to practically resolve them.

A working knowledge of implementing By All Reasonable Means and Outdoor Accessibility Guidance and BS5709 (2018)

Knowledge of best methods of signage for inclusion of all users or potential users.

Potential for environmental impacts on the natural heritage by increasing access and/or practical implementation of access provision.

Please supply details of the staff working on the project and their previous relevant experience.

Please send details of previous relevant contracts that evidence your suitability to undertake this piece of work.

A start-up meeting will be arranged by the contractor, with Natural England and Cumbria Wildlife Trust, within 1 calendar month of the contract award.

A draft of the audit will be available for by 15th July 2024 for consultation with the NLHF partners.

Natural England will respond to the draft on behalf of the steering group by the 16th August 2024

A final copy of the learning naturally activities plan will be available by the end of 9th September 2024.

**Sustainability**

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

Outputs and Contract Management

The contractor is to provide all labour, equipment, and any other items necessary for undertaking the work and completing the contract. The contractor will provide all relevant day-to-day supervision, maintain close contact with the Natural England staff throughout the contract and ensure compliance with Health & Safety requirements.

The execution of the work will be the responsibility of the contractor, who will liaise regularly with the EARNSE Project Manager, Eve Mulholland, or Maggie Robinson. Comments and final sign off will be through the EARNSE Project Steering Group.

The access audit should be available in a digital format using Microsoft e.g. Word and Excel and 2 hard copies supplied, including maps. Any mapping software for sharing should be agreed beforehand with Natural England. If required Arc GI layers can be obtained from Natural England via a data request.

All formats should acknowledge the partner and NLHF funding, and incorporate their logos (which will be provided).

All data, images, videos, guidance, and other outputs will become the physical and intellectual property of NE at the end of the contract.

Draft findings and reports to be produced by 22ndJune 2024

Final report to be available by 19th August 2024

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| Reference | Deliverable | Responsible Party | Date of completion |
| 01 | Start up meeting  | Contractor | March  |
| 02 | Consultation Draft | Contractor | 15-07-2024 |
| 03 | Consultation Response  | Natural England  | 16-08-2024 |
| 05 | Final Report | Contractor | 09--09-2024 |

* The start-up meeting will be arranged by the contractor within one month of the contract being awarded. Natural England and Cumbria Wildlife Trust will attend on behalf of the steering group.
* Any issues on site that impact on Natural England or Cumbria Wildlife Trust’s management or reputation, will be reported by the contractor to the site manage and if mot available to Maggie Robinson.

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 at completion.

It is anticipated that this contract will be awarded for a period of 6 months to end no later than 19/08/2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

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

Technical – 50%, based on

* relevant experience and knowledge of key personnel
* recent experience of carrying out similar contracts

Commercial - 50%, based on cost and value for money.

Evaluation criteria

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

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| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 50% | Service  | Key personnel | Q1 Expertise of staff undertaking the work (25% of technical score available) |
| Quality Assurance measures | Q2 Recent relevant experience (25% of technical score available) |
| Commercial | 50% | Cost of the proposed Contract |  | Q1.Whole contract cost  |

Technical (50%)

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

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| Technical Expertise  | Detailed Evaluation Criteria |
| Q1.1 Staff skills & knowledge  | Evidence that staff undertaking the work are conversant with assessing access requirements to improve physical and sensory access to sites. Staff are conversant with BARM and Outdoor Accessibility Guidance. Staff are familiar with potential for environmental impacts of increased access or changes to infrastructure. |
| Q1.2 Previous work  | Show that they have undertaken recent work that showcases the skills and knowledge required to develop the current contract requirements.  |

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| --- | --- |
| Cost  | Detailed Evaluation Criteria |
| Q2.1 Whole contract cost | Overall cost of the contract  |

Commercial (50%)

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

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 50%

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 60% (Maximum available marks)

Technical 50%

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 40% (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 with 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

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| --- | --- | --- |
| 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 convictedIf 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

