Request for Quotation

NRP 24-25 045 Dew Pond Creation at Lullington Heath NNR

12/11/2024

Request for Quotation

**NRP 24-25 045 Dew Pond Creation at Lullington Heath NNR**

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: Hannah.feasby@naturalengland.org.uk

Date: 29/11/2024

Time: 4pm

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

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

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 12/11/2024 at [hh:mm BST / GMT] |
| Deadline for clarifications questions | 21/11/2024 at 16:00 GMT |
| Deadline for receipt of Quotation | 29/11/2024 at 16:00 GMT |
| Intended date of Contract Award | 09/12/2024 |
| Intended Contract Start Date | 13/01/2025 |
| Intended Delivery Date / Contract Duration | 13/01/2025 to 01/04/2025 |

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.

Disclosure

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

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

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

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

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

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

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

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

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

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

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

General Data Protection Regulations 2018

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

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

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

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

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

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

**Background to Natural England**

Natural England is the government’s advisor for the natural environment in England, helping to protect England’s nature and landscapes. Nature Recovery is at the centre of the Government’s Environmental Improvement Plan (publishing.service.gov.uk). With the introduction of the Nature Recovery Network, by 2042 Natural England is working to restore 75% of protected sites, create 500,000ha of additional habitat, recover threatened species and deliver environmental, economic, and social benefits, such as carbon capture, flood management, clean water, pollination and public health and wellbeing. Natural England has created 12 Nature Recovery Projects across England which will strengthen and fast track the Nature Recovery Network and showcase how to deliver nature recovery at a local and ecologically functioning scale.

Natural England’s estate of NNRs (National Nature Reserves) includes the finest examples of wildlife and geology in England and provides outstanding opportunities for people to experience the natural world. These areas form a vitally important resource and are a means of increasing public awareness about nature and its part in the landscape.

We are working with a wide range of partners, stakeholders, and customers on a range of projects, from influencing sustainable development, advising farmers and landowners how they can manage their land in a sustainable way for the benefit of the environment, gathering and analysing environmental data, and carrying out vital statutory duties. Across the country, we’re helping nature to support people and our planet. Further information about Natural England can be found at: Natural England

**Seaford to Eastbourne Nature Recovery Project**

**Background to the specific work area relevant to this purchase**

Seaford to Eastbourne Nature Recovery Project (NRP) covers 12,000ha and aims to create wildlife-rich habitats, improve climate security, and offer opportunities for the local community to connect with nature. The project will build on key partnerships with South-East Water, local authorities, and farmers. Within the NRP we are proposing an extension of the National Nature Reserve to create a 'super NNR', inspired by the importance of the chalk geology and the ecosystem services that it provides. Chalk geology is the underpinning driver as it has critical importance for water supply in the area and subsequently provides wider environmental, economic and social benefits. Often, the ecology is linked to the wider health of raw water quality and quantity. This project will enable stakeholders to value the importance of the chalk downs and provide opportunities for environmental education.

Lullington Heath NNR (National Nature Reserve) has two existing Dew ponds at opposite ends of the site. One of these ponds, Winchester pond, has GCNs (Great Crested Newts) which are a rare and protected species. With longer drier summers the two existing ponds are at greater risk of drying out. The positioning of the current ponds both at the top of hills increase the risk during the summer as there is no land run off and are only filled by more or less direct rainfall.

A dew pond is proposed on Lullington, situated in the middle of the two existing ponds, in the valley bottom. This will create a stepping-stone pond for migrating wildlife, that has a considerably larger water catchment area. This will greatly increase the chance of it staying wet during the summer and acting as a safe haven for reliant wildlife.

The main outcomes of the project are:

1. To create a new dew pond on Lullington Heath, situated in the middle of the two existing ponds, in the valley bottom, to create a stepping-stone pond for migrating wildlife.

2. To plant suitable local sub aquatic plants and marginal species (from a certified source) for quantity of water volume in the pond.

**Requirement**

This will be a 1 year project to create a new dew pond on Lullington Heath NNR.

Specifics of work to be undertaken:

**Overview**

The proposed pond is for wildlife benefit. It will be maximum 20x20 metres on its longest width and it will have a varied shape, designed to fit the landscape to maximise water run-off. The depth of the pond in centre to be no less than 4 feet. A shallow safety shelf around the outside of the pond is required. See Annex 1 for plans.

**Clearance and removal of top soil**

All removed sub chalk layers and removed soil to remain on site and be used on and around the pond to level or create bunds. Depending on finalised level and positioning of the pond minor scrub clearance may be necessary. All removed scrub to be approved for removal first by Natural England staff and any arisings used to create wildlife hibernaculum on site.

**Lining**

A Geotextile underlay followed by a reinforced PVC liner, with at least a 40 year sunlight guarantee. Liner to be covered with Weald clay to a depth of 18 inches. Clay capping material to be from certified source ensuring no invasive species are introduced to site. Attention to clay placement around edges (increased thickness) as migration over time to the centre of pond to be minimised.

**Water and plant assemblage**

Pond to be left to naturally fill via rainfall. Once water level is deemed sufficient, Introduction of suitable local sub aquatic plants and marginal species for quantity of water volume. This is to be from a certified source to ensure invasive species free and species list to be confirmed prior with Reserves Manager.

**Methodology and location**

Mechanical excavator may be used where needed, consideration to the wider impact on site and limited access should dictate the appropriate size of machine a small light machine, a 3 ton would be suggested to reduce impact on surrounding area. The area is open access to visitors therefore due consideration is required as part of the Risk Assessment process. Location will be on Lullington Heath NNR. W3W: relate.awards.clash (<https://w3w.co/relate.awards.clash>). See Annex 2.

**Access**

Access to the reserve is via the bridleway from Church Farm in Litlington Village (TQ5235 0198) and is only suitable for specialist and off-road vehicles.The proposed pond is directly off the chalk bridleway.

**Bio-Security**

While the risk of spread of alien species and pathogens from the site is low it is expected that the successful contractor will follow industry best practice regarding biosecurity and must not move machinery or equipment to and from site without taking appropriate measures. Particular attention will need to be paid to Crassula Helmsii with the contractor minimising the risk of spread to other sites.

**Planning Application**

The contractor will maintain contact with the project manager and adhere to any planning permission condition imposed by the LPA including archaeological mitigation.

**Timing**

Dates to be agreed between Reserves Manager. Ideally the site needs to be dry to reduce impact on surrounding area.

**Duty Holder roles of project**

* **Client** - During the project, NE will be acting as the Client. Contact details as follows:

Hannah Feasby, 07990722549, [Hannah.feasby@naturalengland.org.uk](mailto:Hannah.feasby@naturalengland.org.uk)

Sarah Davies, +447766570785, [Sarah.Davies@naturalengland.org.uk](mailto:Sarah.Davies@naturalengland.org.uk)

Ashley Dalleywater, 07825280931, [ashley.dalleywater@naturalengland.org.uk](mailto:ashley.dalleywater@naturalengland.org.uk)

* **Designer-** During the project NE will be acting as the Designer. In Particular Ashley Dalleywater (Senior Reserve Manager).
* **Contractor-** Contractor to provide all information required for the Construction Phase Plan

**Conditions of contract**

The successful contractor must be willing and able to comply with all of Natural England’s Health & Safety requirements. Particularly:

•Being responsible for provision of welfare facilities

•Be familiar with the enclosed site safety documentation

•On completion of the works, the work will be reviewed on site and any documentation for the Health and Safety File must be provided, as per CDM regulations

• Lone working will not be permitted.

• Appropriate protective equipment must be worn when using powered tools or equipment.

• Appropriate certification must be held for use of equipment.

• Care must be taken to avoid hazards to public safety and warning signs must be erected around working area.

The successful contractor is required to carry out an independent risk assessment and to indemnify Natural England against all claims by third parties arising out of the operations of the contractor.

Contractor to provide the following information before commencement of work:

• a copy of your health and safety policy

• copies of all relevant risk assessments

• a copy of the task method statement

• copies of relevant certification

• a copy of your employer's liability insurance certificate

• a copy of your public liability insurance certificate.

A record of information exchange is to be kept and signed by both parties before work commences.

**Contract management**

Regular contact in person, and via phone and email will be maintained with the appointed contractor to ensure the outputs are achieved, within the decided timescale, in a safe manner. Likewise, the contractor is expected to maintain contact with the Project Manager throughout the duration of the work.

**Sustainability**

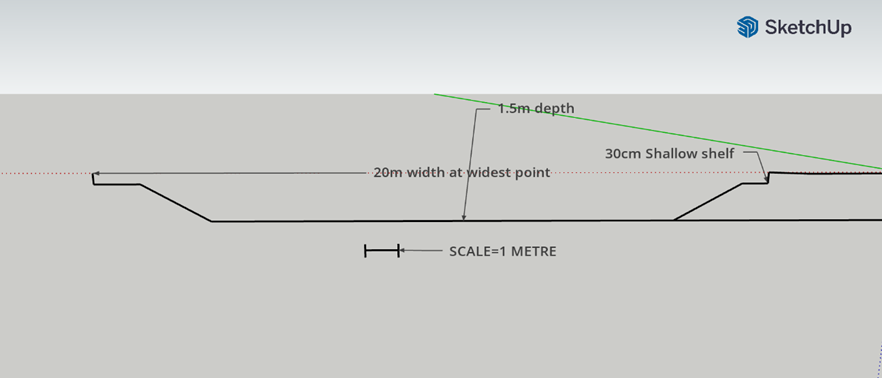
DEFRA Group protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental 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.

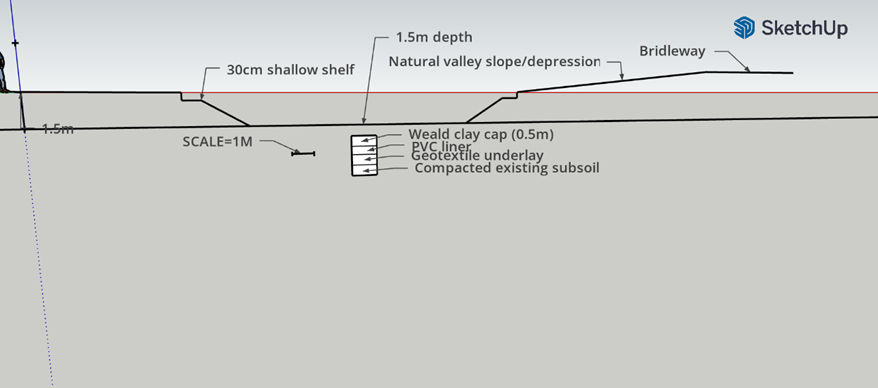
As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need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

**Outputs and Contract Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| H&S Works | Supply Risk Assessment and RAMS | Contractor | January 2025 |
| H&S Works | Provide evidence of staff training record | Contractor | January 2025 |
| H&S Works | Provide evidence of Liability Insurance | Contractor | January 2025 |
| H&S Works | Comply with CDM regulation paperwork | Contractor and NE | January 2025 |
| Materials | All materials delivered to site | Contractor and NE | February 2025 |
| Plant | All Machines and equipment on Site | Contractor and NE | February 2025 |
| Task | Works undertaken and completed | Contractor | March 2025 |
| Task | All machinery and rubbish taken off site | Contractor | March 2025 |
| Task | Invoices submitted | Contractor | 31st March 2025 |

Annex 1 - Pond Plans





Annex 2- Dew Pond 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. There are two invoices required: the first will be submitted after all the work for outcome 1 (Creation of a dew pond) has been completed, the second invoice will be submitted after all the work for outcome 2 (Plant suitable local sub aquatic and marginal plants) has been completed.

It is anticipated that this contract will be awarded for a period of 4 months to end no later than 01/04/2025. 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

The bid will be evaluated based on price, and against the following criteria:

* A demonstration, in your own words, that you have clearly understood the requirements of this piece of work
* A demonstration of relevant experience of the project team personnel which demonstrates recent experience of carrying out similar pieces of work
* An outline of the method of how you propose to deliver this piece of work, including a justification for the methods proposed, a provisional project plan, you should include an indication of the input required from Natural England.
* A short assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated.

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

Technical – 40%

Commercial – 60%

Evaluation criteria

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 40% | Service / Product Proposal | Methodology | 1 Questions  Q1.1 10% of technical score available  Minimum score 70 |
| Experience of similar projects | 2 Question  Q2 7.5% of technical score available)  Q2.1 7.5% of technical score available  Minimum score 70 |
| Health & Safety | 2 Questions  Q3 7.5% of technical score available  Q3.1 7.5%% of technical score available  Minimum score 70 |
| Management of sustainability | 2 Question  Q4 2.5% of technical score available)  Q4.1 2.5% of technical score available  Minimum score 70 |
|  |  |
| Commercial | 60% | Whole life cost of the proposed Contract | Commercial Model | 3 Question  Q5 25% of commercial score available  Q5.1 25% of commercial score available  Q5.2 10% of commercial score available |

Technical (40%)

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.

|  |  |
| --- | --- |
| Example - Methodology | Detailed Evaluation Criteria |
| Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project.  Responses should not exceed four sides of A4, and use Arial font, size 11. | Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| Proposed Methodology | Detailed Evaluation Criteria |
| Q1 | Please detail your proposed methodology and how you would create the dew pond whilst ensuring staff safety. |

|  |  |
| --- | --- |
| Similar projects | Detailed Evaluation Criteria |
| Q2 | Please detail your relevant experience on this type of project. Please include two examples of carrying out similar projects. Your examples must have been carried out in the previous 5 years. |
| Q2.1 | Please include a copy of a Risk Assessments /Method Statement used previously on another project, ideally of a similar nature |

|  |  |
| --- | --- |
| Health and Safety | Detailed Evaluation Criteria |
| Q3 | List any SSIP or Accreditation scheme your company uses. |
| Q3.1 | List key staff who will be directly involved in the project and their H&S qualifications/ training and experience. |

|  |  |
| --- | --- |
| Management of sustainability | Detailed Evaluation Criteria |
| Q4 | Please describe your company Biosecurity protocol. In particular please outline methods to avoiding transfer of Invasive Non-Native Alien Species. |
| Q4.1 | Please describe your companies Refueling / spill protocol. |

Commercial (60%)

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.

|  |  |
| --- | --- |
| Deliverable | **Price** |
| Task A- Excavating the pond |  |
| Task B- Lining and capping the pond |  |
| Task C- Planting the pond |  |
| All Tasks |  |

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial Score = Bidders Quotation Price ) x 60%
* Technical Score = Bidder’s Total Technical Score x 40%

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract via a Purchase Order.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

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

