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Request for Quotation

## Purchasing a small tractor to maintain fire breaks within a lowland heathland landscape

## Request for Quotation

**Purchasing a small tractor to maintain fire breaks within a lowland heathland landscape**

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 **midday on Thursday 26th January 2023**

* Email: Victoria.hawkins@naturalengland.org.uk
* Date: Thursday 26th January 2023
* Time: Midday

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**

Victoria Hawkins 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.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 12-Jan-2023 at 17:30 GMT |
| Deadline for clarifications questions | 25-Jan-2023 at 17:30 GMT |
| Deadline for receipt of Quotation | 26-Jan-2023 at 12:00 GMT |
| Intended date of Contract Award | 10-Feb-2023 |
| Intended Contract Start Date | 10-Feb-2023 |
| Intended Delivery Date / Contract Duration  | 10-Feb-2023 to 31-March-2023 |

### 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 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 RFQ 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 [Condensed Terms and Conditions](https://www.gov.uk/government/organisations/natural-england/about/procurement) 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/).

**Purchasing a small tractor to maintain fire breaks within a lowland heathland landscape**

1. **Background to Natural England**
	1. 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.
	2. Natural England aims for a well-managed Nature Recovery Network across land, water and sea, which creates and protects resilient ecosystems rich in wildlife and natural beauty, enjoyed by people and widely benefiting society.
	3. Through our core programmes, we aim to achieve resilient landscapes and seas, sustainable development, greener farming and fisheries with an emphasis on connecting people with nature for their own and society’s wellbeing, enjoyment and prosperity.
	4. For us, nature encompasses natural beauty, wildlife and the geology that underpins landscape character. Hence, a key part of our work relates to supporting the conservation, enhancement, understanding and enjoyment of England's protected landscapes - National Parks and Areas of Outstanding Natural Beauty. These areas are designated for the exceptional scenic quality of their landscapes - which are the result of centuries of interaction between people and nature
	5. We work with farmers and land managers; business and industry; planners and developers; national and local government; interest groups and local communities to help them improve their local environment.
2. **Background to Heathland Connections**
	1. Defra and Natural England are investing over £2.4 million in 12 landscape-scale nature recovery projects across the country, working with partners to conserve and restore nature and adapt to climate change.
	2. These multi-partnership projects take forward the objectives of the Nature Recovery Network (NRN) at scale, including delivering habitat creation and restoration, species recovery, carbon sequestration, clean air and water, and improved access.
	3. These projects are led by Natural England’s area teams, working collaboratively with local partners, and supported nationally. They provide a focal point for nature’s recovery in the chosen areas. They build on and complement other large-scale nature recovery projects at Purbeck in Dorset, Wigan Flashes in Greater Manchester.
	4. The projects will help improve our landscape’s resilience to climate change, enabling species to thrive while supporting livelihoods and the local economy. They will provide natural solutions to reduce carbon emissions, and manage flood risk and enable people to enjoy and connect with nature where they live, work and play – benefiting people’s health and wellbeing.
	5. Heathland Connections is an ambitious partnership of landowners, foresters, and farmers across over 8,000ha of the western most section of the Surrey Hills AONB (Area of Outstanding Natural Beauty). The project will enhance, restore, and create wildlife-rich habitat across the landscape, with large areas already designated as Thursley, Hankley and Frensham Commons Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC) and Special Protection Area (SPA), surrounded by heathlands owned by partners keen to work closer together. Currently attracting 30 million visitors annually, aided by its proximity to London and other significant urban areas, the project will also produce and deliver a ‘gold standard’ sustainable recreation plan to not only encourage active travel and improve access and connection to nature, but also find innovative solutions to associated management challenges, such as habitat degradation, disturbance to ground nesting birds, and the emerging threat of more frequent and more devastating wildfires.
	6. In order to mitigate against wildfire risk, Heathland Connections partners are seeking to purchase a small tractor with flail suitable for woody heather and young gorse. The aim of purchasing this tractor is to demonstrate good practice in fire resilience by keeping vegetation low alongside main paths within lowland heathland landscapes.
3. **Tractor Requirements**
	1. There are the following conditions of sale:
		* The tractor must be delivered to Thursley National Nature Reserve, Lower House Road, Bowlhead Green, Thursley GU8 6NW, by **Friday 31st March 2023**.
		* Natural England would like the opportunity to test any machine before purchasing or the opportunity to hear testimony from previous customers. Ideally, there should therefore either be demo machines available for Natural England to test drive in January 2023, or the ability to see a working machine in January 2023.
		* Purchasing the tractor must include specialist training on how to use the tractor for a number of pre-agreed people.
		* Purchasing the tractor adheres to ALL health and safety requirements as set out in section 4.
	2. The tractor should be able to operate in the following conditions:
		* a lowland heath environment, including wetter, mire areas
		* light sandy soils, prone to ruts
		* As it is an ex MOD training site, there is uneven terrain, including fox holes Tarmac roads in between base and site
	3. The tractor should be able to do the following activities:
		* Mow and mulch through woody heather and gorse regrowth for fire break and ride side management
		* Drive on the road
	4. The tractor should have the following implements:
		* Priority:
			1. Rear mounted mulch flail implement – working width match the machine (1.4m minimum up to maximum of 1.8m). Flail should be suitably robust to undertake management as described in section 3.3.
			2. Front loader with double acting forward hydraulic service (to help future proof machine)
			3. Cab
			4. Agricultural tyres suitable for road travel
		* Nice to have if within budget:
			1. Light duty brash grab suited to the tractor and loader spec. This would mostly be used for moving brash and cut scrub, rather than heavy duty forestry timber harvesting/forwarding.
	5. The tractor should be between 50 - 80 horsepower, able to handle rear mounted mulch flail
	6. We would like to future proof the machinery if within pre agreed budget to be able to handle a cut and collect implement
	7. The tractor should have a minimum 12 month warranty.
4. **Health and Safety**

5.1. The tractor must have the following:

* Be CE marked or UKCA equivalent
* Have impact protection glazing outside the cab – polycarbonate glazing required
* Have a fire extinguisher in the cab
* Have 3 point linkage based ballast weights at the back of the tractor to ensure health and safety with regards to front loader
* Have a flashing light beacon on the roof for driving on the road
* Have a safety cab with ROPS
* Have an air-conditioned cab
* Have a full suspension tractor seat
* Have undercarriage protection/ deflector plate underneath
* Have work lights front and rear
1. **Timetable**
	1. The tractor must be delivered to Thursley National Nature Reserve, Lower House Road, Bowlhead Green, Thursley GU8 6NW, by **Friday 31st March 2023**.
	2. An indicative timetable is set out below. Bidders are welcome to suggest an amended timetable, noting the final deadline of end of March 2023.

|  |  |
| --- | --- |
| Natural England notifies successful supplier | W/c 30th January 2023 |
| Natural England test the equipment | W/c 6th February 2023  |
| Natural England confirm machine for delivery | W/c 13th February 2023  |
| Machine delivered to Thursley National Nature Reserve  | Friday 31st March latest  |

1. **Prices**

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

6.2. VAT – please confirm whether your business is VAT registered.

1. **Bid format – pricing schedule**
	1. **Include a pricing schedule** ensuring that costs can clearly be seen against factors such as equipment, delivery and warranty etc.
	2. VAT – please confirm whether your business is VAT registered.
2. **Evaluation criteria**
	1. We will award this contract in line with the most economically advantageous tender (MEAT) and on quality criteria (highlighted below in 8.2)

Price – 50%

Quality-50%

* 1. The following quality criteria is weighted in accordance with the importance and relevance attached to each one.

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| **Quality Criteria** | **Weighting (%)** | **To include:**  |
| 1. **Adherence to tractor requirements** – extent to which machinery offered fulfils tractor requirements as set out in section 3, including health and safety in section 4  | 35 | Sufficient detail about machinery and parts on offer and the health and safety requirements  |
| **2. Quality control**  | 10 | Opportunity to check machinery and parts on offer. This could be through: * + Test driving the tractor on offer
	+ Speaking to a previous customers about their tractors
	+ Site visit to see a tractor purchased by a previous customer

Purchasing the tractor must include specialist training on how to use the tractor for a number of pre-agreed people.  |
| **3. Understanding of Risk/Constraints**  | 5 | Identify risks relating to this procurement and provide options for mitigating these risks  |

* 1. Criteria 1 to 3 will be scored as follows:

|  |  |
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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. |

**9. Sustainability**

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.

1. a. Operational Sustainability - Explain to Natural England what your organisation is doing to incorporate sustainability within its operations. This may include any details you are able to provide in relation to steps you may be taking to reduce your carbon footprint.
2. b. Environmental Management - Detail what you will do to assess the environmental impact of completing this project and provide mitigations. Examples may include operational measures to reduce emissions and noise impacts, efficient energy use, minimising the environmental impact of transport in delivery, efficient use of raw materials and minimisation of waste where possible.

**14. Quote/Tender & Contract Timescales**

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| --- | --- |
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**Contract Management**

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

* Victoria Hawkins, Heathland Connections Project Manager, Thames Solent Area Team, Natural England
* victoria.hawkins@naturalengland.org.uk
* Telephone: 07392 282 978

Natural England will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

Please invoice Natural England 100% after the machinery is delivered at the end of March 2023.

### 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.