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**Request for Quotation**

***Integrated Habitat Data Management and Analysis Tool***

**15/09/2023**

**Request for Quotation**

***Integrated Habitat Data Management and Analysis Tool***

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: **michael.knight@naturalengland.org.uk**

Date: **06/10/2023**

Time: **23:00**

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**

Michael Knight 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 | **15/09/2023** |
| Deadline for clarifications questions | **25/09/2023** at **23:00** |
| Deadline for receipt of Quotation | **06/10/2022** at **23:00** |
| Intended date of Contract Award | **13/10/2023** |
| Intended Contract Start Date | **16/10/2023** |
| Intended Delivery Date / Contract Duration  | **15/03/2024** |

**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 NE\_Standard\_Condensed\_Terms provided as part of the RFQ will be included in 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, inclusiveof 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 Authoritywith 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**

***To develop a spatial data management and analysis tool to integrate a suite of datasets relating to the distribution, condition and management of wildlife rich habitats in England into a common spatial data framework to allow fast and efficient data management and analysis.***

**Project background**

**Natural England (NE)** is an executive non-departmental public body, sponsored by the Department for Environment, Food & Rural Affairs. We were established by an Act of Parliament in 2006. Our purpose is to help conserve, enhance and manage the natural environment for the benefit of present and future generations, thereby contributing to sustainable development.

The proposed tool is required to serve the data management and analysis needs of two Natural England projects: The Priority Habitat Inventory (PHI) Improvement Project and the Nature Recovery Network Modelling Project. Details of these projects can be found in Appendix 1.

Both projects are required to regularly undertake complex spatial overlays of multiple national datasets related to wildlife rich habitats. We are seeking a solution which will enable these datasets to be stored and managed together, and for spatial queries to be run quickly and efficiently.

**Aims and Objectives**

The contractor will develop a database/ data framework which will allow key habitat datasets to be combined into a common spatial framework along with related data on designation, management, condition etc. to facilitate rapid spatial analysis running SQL queries or similar. We anticipate a solution using PostgreSQL/ PostGIS, but any alternative solutions offering efficient data management and rapid analysis will be considered.

Important elements of this will include:

* The incorporation of a suite of datasets to the common data framework including:
	+ The Priority Habitat Inventory
	+ Living England.
	+ Independent habitat inventories: the Ancient Woodland Inventory, Wood Pasture and Parkland Inventory and Traditional Orchards Inventory.
	+ Agri-environment scheme options for habitat restoration, creation and management.
	+ Natural England’s Habitat Creation Spatial Audit
	+ SSSI/N2k/Ramsar designation data.
	+ National Nature Reserves (NNRs)
	+ Local Nature Reserves (LNRs)
	+ Special Areas of Conservation (SACs)
	+ Special Protection Areas (SPAs)
	+ Protected Landscapes
	+ Local Planning Authority boundaries
	+ Local Nature Recovery Strategy (LNRS) Responsible Authority boundaries
	+ Nature Recovery Project (NRP) boundaries
	+ Country Parks
	+ Mean high watermark
	+ Mean low watermark
	+ National Forest Inventory

All datasets to be provided by Natural England

* A common spatial framework to which all the spatial datasets are referenced. It is assumed that this is likely to be a grid to simplify the spatial element of queries. Some testing and discussion will be required to agree an appropriate resolution/ cell size for the framework but at the outset we would be aiming for a resolution/cell size of around 10x10m. It is possible that the ability to use different resolutions/cell sizes will be required to optimise efficiency across a variety of queries and outputs.
* The development of a number of pre-defined SQL queries/ data views/ or equivalent, to be agreed with the NE Project Team. These will provide both mapped and statistical outputs in response to specific queries. For examples of queries required, see Appendix 2.
* The development of functionality to allow users unfamiliar with SQL to run simple ‘overlay’ type queries and create data views. This could take the form of a graphical user interface (GUI) which assembles SQL code or equivalent to overlay selected datasets, or subsets selected by attribute, to produce mapped and statistical outputs. The NE Project team would discuss options with the contractor and agree a preferred option for development.
* An automated process for adding additional datasets to the database and referencing them to the common spatial framework. This functionality may also form part of the GUI described above.

Management of metadata including version control update history and data licence management.

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| **Appendix 1**The Natural Capital & Ecosystem Assessment (NCEA) Programme Project 1.3 Priority Habitat Inventory Improvement ProjectUK Government has set world-leading ambition on protecting our natural assets, internationally through the Convention of Biodiversity and domestically via the ground-breaking 25 Year Environment Plan. Intrinsically linked to the successful delivery of Net Zero, protecting our environmental services has never been more vital.   Achieving these goals is underpinned by the provision of systematic and robust evidence. For the first-time, Defra are developing a programme to deliver up-to-date, UK-wide environmental data to allow for agile policy making grounded in the best available evidence – to truly understand where we are and where we need to get to.     Currently in a pilot phase, NCEA is a transformative programme to understand the extent, condition and change over time of environmental assets across England's land and water environments, supporting the government’s ambition to improve the environment within a generation.    **The Priority Habitat Inventory**Natural England’s Priority Habitats’ Inventory (PHI) is a spatial dataset that describes the geographic extent and location of priority habitats in England. The PHI has been developed to replace twenty-four separate Biodiversity Action Plan (BAP) priority habitat inventories. For further information see - *User Guide for Natural England’s Priority Habitats’ Inventory version 2.1*.**The Priority Habitat Inventory (PHI)** **Improvement Project** aims to develop the existing PHI product to enable short-term and long-term improvements to our habitat data.  The work proposed will support improvements to the currency and quality of data and the frequency with which it is updated. The short-term priority will be to develop an improved, streamlined process to create updates to the current PHI during 2021/22 and to contribute to the National Habitat Map to be provided to Responsible Authorities under Clause 100 of the Environment Bill.  A recent review of the PHI concluded that although the current PHI product was ground-breaking in its time, the platforms and processes that are used to manage and update the dataset are no longer fit for purpose. This project has three key aims: 1. To enhance the PHI’s data coverage and quality by ensuring new and updated habitat data can be added more regularly and with greater efficiency.  This will involve the development of a streamlined updating process to enable regular updates.
2. To explore opportunities to put the management of the data on a more sustainable footing.  This will involve reviewing (i) current approaches to data handling and management (ii) exploring options for use of spatial database functionality to manage the data in different spatial frameworks (iii) defining key use cases.
3. To explore options for integration with other datasets including: agri-environment options for habitat, creation restoration and management, Living England (remote sensed habitat product), the Ancient Woodland Inventory, designated site data and Ordnance Survey MasterMap.

Achieving these aims will future proof the PHI and create a new framework that will allow it to align and integrate with emerging NCEA projects like National Habitat Map and Living England. It will also facilitate spatial analysis of habitat extent and distribution to facilitate monitoring of 25 Year Environment Plan targets.Nature Recovery Network Modelling Project**The Nature Recovery Network (NRN)** will be a single, national network of wildlife-rich places. It will benefit people and wildlife by increasing, improving and joining-up wildlife-rich places across England, stretching from our cities to countryside, mountains to coast. At its core will be sites designated for nature conservation and other existing wildlife-rich places. Additional newly created or restored wildlife-rich habitat connected via wildlife corridors and stepping-stones will help wildlife populations grow and move. It will improve landscape resilience to climate change, provide natural solutions that reduce carbon and manage flood risk, and sustain vital ecosystems that support improved soil, clean water, and clean air. It will reinforce the natural and cultural diversity of our landscapes, help to protect their historic environments, and enable us to enjoy and connect with nature where we live, work and play - benefiting our health and wellbeing.**Project outline and work to date**Modelling the development of the NRN will require the storage, synthesis, and interpretation of many national-scale spatial datasets. A prototype modelling process has been developed using a series of FME workspaces. This process:* references many national-scale datasets to a common spatial framework (currently a cellular grid covering England)
* merges these referenced datasets, such that attributes required by the model are accumulated within cells
* applies a ruleset to classify cells as elements of the NRN (or not)
* produces a map of the NRN as an output

The current process is computationally heavy and time-consuming to run. This project will explore whether it may be more efficiently implemented either wholly or partly within the Integrated Habitat Data Management and Analysis Tool. |

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| **Appendix 2 – Example Queries**

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| **Query (to allow both maps and area statistics as outputs)** | **Required dataset/s (to be provided by NE)** |
| All areas with *favourable* or *unfavourable recovering* SSSI condition | SSSI Unit Condition |
| All areas with *unfavourable no change* or *not assessed* SSSI condition | SSSI Unit Condition |
| All areas with *unfavourable declining* or *part destroyed* SSSI condition | SSSI Unit Condition |
| All areas with *destroyed* SSSI condition | SSSI Unit Condition |
| All areas classified as priority habitat\* within the Priority Habitat Inventory which overlap with appropriate agri-environment management options\* | Priority Habitat Inventory, CS Options, ES Options |
| All areas classified as priority habitat\* within the Priority Habitat Inventory which DO NOT overlap with appropriate agri-environment management options\* | Priority Habitat Inventory, CS Options, ES Options |
| All areas classified as non-priority habitat\* within the Priority Habitat Inventory which overlap with appropriate agri-environment management options\* | Priority Habitat Inventory, CS Options, ES Options |
| All areas classified as non-priority habitat\* within the Priority Habitat Inventory which DO NOT overlap with appropriate agri-environment management options\* | Priority Habitat Inventory, CS Options, ES Options |
| All areas under live AES options relating to habitat creation and restoration\* | CS Options, ES Options |
| All areas classified as ancient semi-natural woodland or ancient wood pasture within the Ancient Woodland Inventory which overlap with appropriate agri-environment options\* | Ancient Woodland Inventory, CS Options, ES Options |
| All areas classified as ancient semi-natural woodland or ancient wood pasture within the Ancient Woodland Inventory which DO NOT overlap with appropriate agri-environment options\* | Ancient Woodland Inventory, CS Options, ES Options |
| All areas classified as PAWS within the Ancient Woodland Inventory which overlap with appropriate agri-environment management options\* | Ancient Woodland Inventory, CS Options, ES Options |
| All areas classified as PAWS within the Ancient Woodland Inventory which DO NOT overlap with appropriate agri-environment management options\* | Ancient Woodland Inventory, CS Options, ES Options |
| All areas within National Parks | National Park boundaries |
| All areas within AONBs | AONB boundaries |
| All areas within Local Nature Reserves | LNR boundaries |
| All areas within NE Nature Recovery Project (NRP) boundaries | NRP boundaries |
| All areas within Country Parks | Country Park boundaries |
| All areas within National Nature Reserves | NNR boundaries |
| All areas with *favourable* or *unfavourable recovering* SSSI condition and all areas within NNRs and all areas within SPAs and all areas within SACs and all Ramsar areas | SSSI Unit Condition, NNR boundaries, SPA boundaries, SAC boundaries, Ramsar |
| All of the above subdivided into areas within mean high water mark, and areas within the intertidal (between mean high water mark and mean low water mark) | Mean high watermark boundary, mean low watermark boundary |

\* Subset to be agreed with the NE project team |

**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. An invoice schedule will be agreed when the contract is let.

It is anticipated that this contract will be awarded for a period of5 monthsto end no later than 15/03/22.Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in 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 – **60**%

Commercial – **40**%

Evaluation criteria

Evaluation weightings are **60**% technical and **40**% 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 | 60% | Service / Product Proposal | Methodology | 1 QuestionQ1 (40% of technical score available)Methodology and approach to developing solutions and collaboration with the NE Project Team. |
| Experience | 1 QuestionQ2 (60% of technical score available)Details of projects which demonstrate relevant experience. |

**Technical (**60**%)**

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:

|  |  |  |
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| 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.

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| **Methodology**  | Detailed Evaluation Criteria |
| **Q1 Methodology and approach to developing solutions and collaboration with the NE Project Team.** | Outline of proposed methodology and approach to developing the habitat analysis tool and how this will be discussed and agreed with the NE Project Team. |

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| **Experience** | Detailed Evaluation Criteria |
| **Q2 Details of projects which demonstrate relevant experience.** | Knowledge of the Priority Habitats Inventory and Nature Recovery Network. Experience developing solutions for handling /analysing large scale habitat datasets in spatial database environments (PostGIS or similar). Relevant experience of using FME to handle complex spatial data processes on habitat data. |

**Commercial (**40**%)**

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 deliverableused in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

Commercial

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

Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 60% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): 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, 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:**

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

|  |  |  |
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| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_