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# Request for Quotation

## Request for Quotation

### Tree planting and maintenance on Moor House National Nature Reserve (Reference Number MH TP 01)

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 the date and time shown:

Email: [katharine.milnes@naturalengland.org.uk](mailto:katharine.milnes@naturalengland.org.uk)

Date: 15/12/2022

Time: 14:00

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

Kath Milnes 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.

A site visit will be needed to scope the works. Martin Furness, Senior Reserve Manager for Moor House NNR, will be available by arrangement for site visits on the following dates:  
30<sup>th</sup> November, 6<sup>th</sup> December, 8<sup>th</sup> December, 9<sup>th</sup> December, 12<sup>th</sup> December (pm), 13<sup>th</sup> December.

Contact details for Kath Milnes and Martin Furness are provided within the specification below.

| Action                                     | Date                    |
|--|-------------------------|
| Date of issue of RFQ                       | 28-11-2022 at 17:30 GMT |
| Deadline for clarifications questions      | 12-12-2022 at 12:00 GMT |
| Deadline for receipt of Quotation          | 15-12-2022 at 14:00 GMT |
| Intended date of Contract Award            | 16-12- 2022             |
| Intended Contract Start Date               | 18 – 01- 2023           |
| Intended Delivery Date / Contract Duration | 24 -03 - 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 RTQ may result in the supplier’s exclusion from this procurement.

## **Acceptance of Quotations**

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

## **Costs**

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

## **Mandatory Requirements**

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

## **Clarifications**

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

## **Amendments**

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

## **Conditions of Contract**

The terms and conditions attached Condensed Terms and Conditions 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](#)

## Background

Moor House – Upper Teesdale National Nature Reserve (NNR) is situated in the North Pennines, (Grid Reference NY700297) and is England's largest upland NNR. One of our objectives for the western fellside within this NNR is to increase the amount tree and scrub cover, providing valuable habitat for species such as black grouse. There are existing areas of scrub creation which have been planted on Moor House NNR as part of a Higher Level Stewardship Scheme. With additional funding available through a Nature Recovery Project for the North Pennines Western Fellside, we want to extend and enhance this planting.

## Requirements

There are two areas, shown on the attached maps and photographs, within which we need the following work to be undertaken.

### Area 1

#### **Maintenance of existing area of un-fenced planting.**

Check the stability and condition of each planted tree. Ensure standing tubes and stakes are firm and stable. Where existing stakes and tubes have been knocked-over, or tubes are missing from live trees, protect the trees with weld-mesh cages, and add 2 hawthorn to each cage. The numbers of weld-mesh cages likely to be required should be scoped as part of the quote.

#### **New planting in cactus guards**

Within the area marked on the map between the 2 existing fenced enclosures, install 100 cactus guards, each with planted with 4 trees, as specified below. These should be in scattered groups of 5 – 10 cages, with groups 3-4m apart.

Quotes should also be provided for installation of additional groups of 10 cactus guards in this area if budget is available.

### Area 2 (see attached photographs)

#### **Maintenance of existing area of un-fenced planting.**

Check the stability and condition of each planted tree. Ensure standing tubes and stakes are firm and stable. Record numbers of empty tubes and collect-up and stack any empty, fallen tubes.

#### **New planting**

Within the bracken beds, extend the area of existing planting up-slope by installing 50 cactus guards, each planted with 4 trees as specified below. These should be in scattered groups of 5 – 10 cages, 3 – 4m apart.

Quotes should also be provided for installation of additional groups of 10 cactus guards in this area if budget is available.

Within the existing enclosure, next to the beck, plant 50 alder, protected with 1.2m tubes and 50 willow-pegs (un-tubed).

### **Planting design**

The details of the planting design must be agreed on site with Martin Furness before commencing work.

No planting will be undertaken into peat, and planting in shallow soils < 30cm deep will be avoided.

### **Trees**

All trees must be of British native stock of local/regional provenance. Forestry England guidance and best practice for bio-security for both nursery stock and planting out must be followed. Details of your biosecurity practices should be provided with your quote.

The species mix must follow the guidance for planting for black grouse below, and also include aspen, bird cherry, blackthorn, holly and hazel.

- Birch (*Betula pubescens*) 15-30%
- Rowan (*Sorbus aucuparia*) 15-20%
- Hawthorn (*Crataegus monogyna*) 40-50%
- Willows (*Salix cinerea*, *S caprea*, and/or *S aurita*) 15-30%
- Alder (*Alnus glutinosa*) 15-20%
- Juniper (*Juniperus comunis*) 5-15%

Whips may either be cell grown or bare-rooted stock and be 20-60cm for shrub species, and 90 – 150cm for standard trees.

Trees will be planted by slit or T-notch planting or pit planted for larger standards.

The correct species must be chosen for soil conditions when planting eg willows/alder in wetter ground, hawthorn/rowan in drier.

### **Cactus guards**

At each location two guards should be used to make a cylinder 1.6m high and approximately 65cm diameter. Guards should be supported by 4 steel rebars, 1.5m long and 10mm diameter and held in place by at least 2 wire ties. Each guard should be lifted 10cm off the ground.

1 standard tree (alder, aspen, bird cherry, birch, willow, rowan) will be planted per guard, together with 3 lower growing scrub/shrub species (hawthorn, blackthorn, holly, hazel or juniper). The standard tree must be protected with a 1.2m guard, and the scrub species with vole guards.

### **Weld mesh guards**

Erect guards with at least two stakes placed at least 0.5 m apart. One stake must be at least 1.5 m high, and the other must be at least 0.5 m high.

Wrap strong weld mesh wire fencing, at least 1.5 metres high, around the outside of both stakes. Securely fasten the mesh wire to both stakes in a circle to maintain a distance of at least 0.25 m between the fencing and trunk.

Bend the weld mesh so that the vertical strands of wire face outwards, to prevent the trunk rubbing against them. Alternatively, push a piece of rubber tubing slit lengthways onto the top of the circle of wire, to prevent the tree rubbing against the metal.

Wrap two strands of barbed wire spirally around the guard to prevent stock rubbing against it.

Ensure existing live trees are adequately protected, using a tube if the size and condition of the tree requires it, and add 2 hawthorn to each cage.

### **Site considerations**

The site is steep and Area 2 has difficult access, including a beck crossing, which needs to be considered in scoping the requirements. A site visit should be arranged with Martin Furness.

There must be no lasting damage from vehicles moving around on site, and any ground damage must be repaired prior to the end of the contract, and at the contractor's cost.

All litter and waste packaging must be taken off site.

Vehicles can be parked by the sheepfolds at the entrance to the reserve (shown on map)

Welfare arrangements must be discussed and agreed with Martin Furness.

### **Health and safety**

This upland site is steep, and remote, and has limited mobile phone coverage. There must be no lone working and the successful contractor must present their Health and Safety policy and prepare an emergency plan.

To undertake this work you must either:

- Hold a valid Safety Schemes In Procurement (SSIP) certificate in the correct trade and scope or
- Be able to demonstrate a H&S system to the equivalent of SSIP certification by completing a Natural England Contractor Competence Questionnaire (attached).

### **Sustainability**

The successful contractor is expected to pursue sustainability in their operations. Please provide information about your environmental policies, and details of any environmental accreditation schemes such as ISO 14001 or EMAS which you have been awarded or are working towards.

Your attention is drawn to the contract requirements governing the supply and use of timber and wood-derived products in performing the contract. It is UK Government policy to require that all timber is from legal and sustainable source. Timber and wood-derived products in the context of this Contract includes any product that contains wood or wood fibre supplied to Natural England or used by the Contractor, his agents and subcontractors in performance of the Contract. The Contract Conditions require that all timber and wood derived products supplied to Natural England or used by the Contractor in performing the Contract are legal and sustainable (See Appendix A

and B for details.) Natural England will reject any bid that cannot offer to provide independent verification that all timber and wood- derived products used in the Contract meets this requirement”

### **Supporting documents**

Please provide:

- Evidence of previous experience of this type of work and competence of employees, such as machinery certification for ATV/UTV use.
- Details of biosecurity practices employed in sourcing nursery stock and undertaking planting.
- Details about your environmental and sustainability policies, as set out above.
- Copies of Health and Safety policies and certificates, as set out above.
- Evidence of Public Liability Insurance and Professional Indemnity Insurance

## Prices

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

Please provide a quote in the following format

### Area 1

| Activity  | Itemised cost of materials* (exc VAT). | Labour – Daily rate (exc VAT) | Number of days | Total labour costs (exc VAT) | Total cost (exc VAT) | Total cost + VAT |
|---|--|-------------------------------|----------------|------------------------------|----------------------|------------------|
| Maintenance of existing planting                                      |  |                               |                |                              |                      |                  |
| Installation of 100 cactus guards, each with 4 trees                  |  |                               |                |                              |                      |                  |
| Installation of further groups of 10 cactus guards, each with 4 trees |  |                               |                |                              |                      |                  |

### Area 2

| Activity  | Itemised cost of materials* (exc VAT). | Labour – Daily rate (exc VAT) | Number of days | Total labour costs (exc VAT) | Total cost (exc VAT) | Total cost + VAT |
|---|--|-------------------------------|----------------|------------------------------|----------------------|------------------|
| Maintenance of existing planting                                      |  |                               |                |                              |                      |                  |
| Planting of 50 willow pegs and 50 alder in fenced enclosure           |  |                               |                |                              |                      |                  |
| Installation of 50 cactus guards, each with 4 trees                   |  |                               |                |                              |                      |                  |
| Installation of further groups of 10 cactus guards, each with 4 trees |  |                               |                |                              |                      |                  |

### Other costs.

Details of any other costs not itemised above which will be incurred to complete the contract, excluding and including VAT.

It is anticipated that this contract will be awarded for a period of 3 months to end no later than 24/03/2023 Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

## Quotation Submission

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

Price – 50%

Quality – 50%

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

| Criteria   | weighting | To include:  |
|--|-----------|--|
| Recent experience and successful delivery of similar work elsewhere. | 70        | Examples of delivery of other similar projects, including location and pictures.   |
| Project timetable  | 10        | Submission of a proposed project timetable demonstrating ability to complete the works to schedule   |
| Biosecurity and sustainability                                       | 10        | Details of biosecurity practices employed in sourcing nursery stock and undertaking planting.<br><br>Details of your environmental and sustainability policies eg in sourcing timber |
| Health and Safety  | 10        | Evidence of Health and Safety Policies.<br>Detail how you will manage any H&S risks.   |

|                               | 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.   |

## Contract Management

This contract will be managed on behalf of the Authority by the following people:

### Contract management

Kath Milnes  
Senior Advisor  
North Pennines Western Fellside Nature Recovery Project

[Katharine.milnes@naturalengland.org.uk](mailto:Katharine.milnes@naturalengland.org.uk)

Phone 07796 442659

### Site information and on-site project management

Martin Furness  
Senior Reserve Manager, Moor House – Upper Teesdale NNR

[Martin.furness@naturalengland.org.uk](mailto:Martin.furness@naturalengland.org.uk)

Phone 01833 622374/ 07900 893197

The project must be completed by 24 March 2023.

In quoting for the work a proposed project timetable must be submitted, showing that this deadline can be met. This must include a start-up site meeting with Martin Furness to agree the detail of the works. A contractor induction will also be held on site before commencing work.

Regular site meetings will be held with Martin Furness to check progress and discuss any issues arising.

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

Invoices may be submitted after works on each area have been completed.

## **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

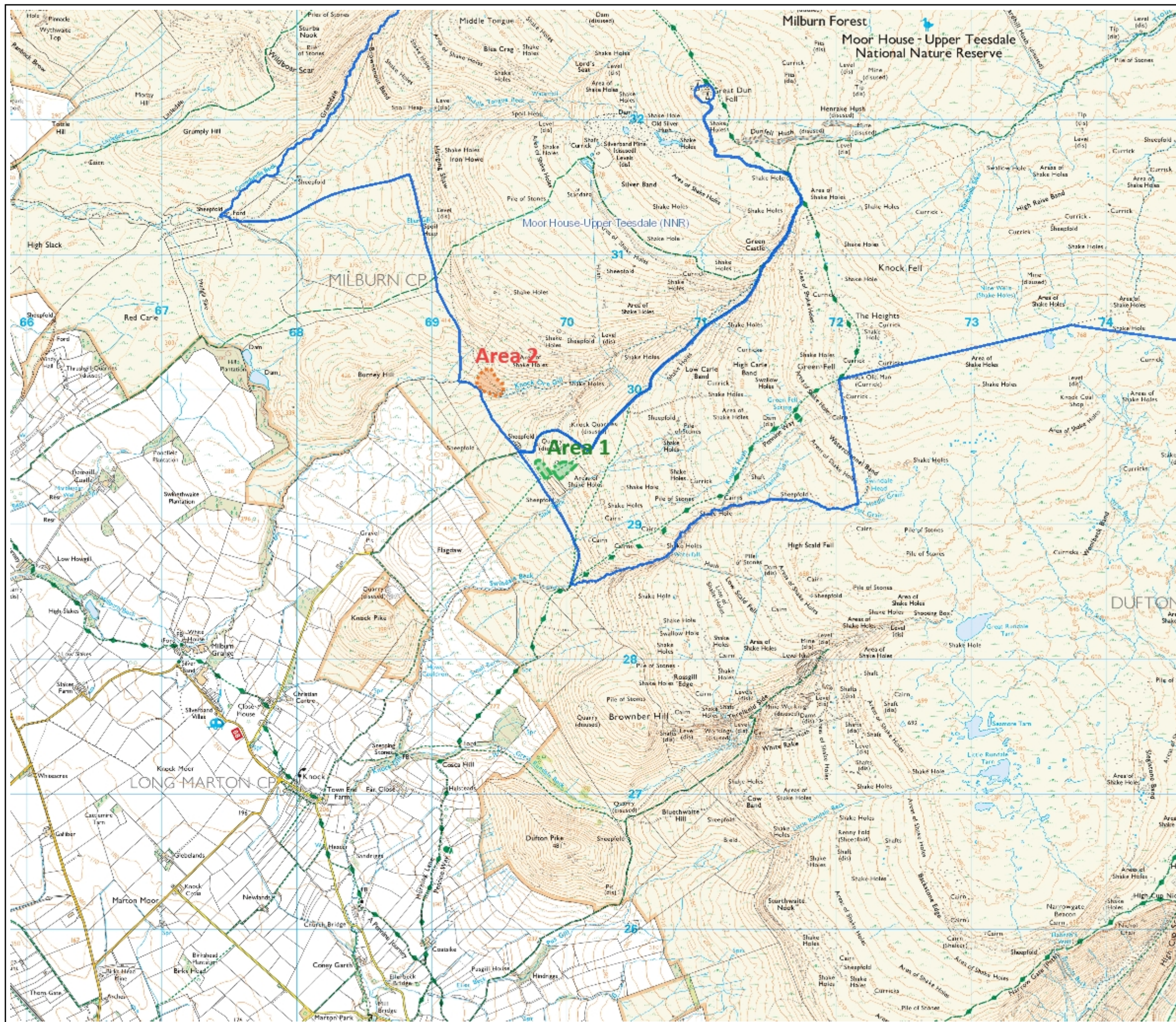
- You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
- You must take reasonable steps to ensure the reliability of employees who have access to personal data.
- Only employees who may be required to assist in meeting 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.



### Work location

## Key

 National Nature Reserves © Natural England

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Map Produced from WebMap2 on 24/11/22  
Map Projection: British National Grid  
Map Scale at A3: 1:27,598



## **Photographs of Planting Areas**

### **Area 1 – Existing Planting to be maintained**



### **Area 1 – part of area for new planting**



**Area 2      View of existing enclosure for additional planting by river and  
bracken banks for new planting with cactus guards**

