Request for Quotation

Falmouth Bay to St Austell Bay SPA: maerl dive survey data collection, analysis and report writing

16/05/2024

Request for Quotation

Falmouth Bay to St Austell Bay SPA: maerl dive survey data collection, analysis and report writing

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: Esther Hughes ([esther.hughes@naturalengland.org.uk](mailto:esther.hughes@naturalengland.org.uk)) and Angela Gall ([angela.gall@naturalengland.org.uk](mailto:angela.gall@naturalengland.org.uk))

Date: 31st May 2024

Time: 17:00

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

Esther Hughes 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 | 16-MAY-2024 at 17:00 GMT |
| Deadline for clarifications questions | 24-MAY-2024 at 17:00 GMT |
| Deadline for receipt of Quotation | 31-MAY-2024 at 17:00 GMT |
| Intended date of Contract Award | 28-JUNE-2024 |
| Intended Contract Start Date | 13-JULY-2024 |
| Intended Delivery Date / Contract Duration | 17-FEB-2025 for delivery of final report and data products |

Please note: Contract boat days (these dates are fixed and cannot be changed):

15-JULY-2024 to 18-JULY-2024

NB: Accommodation booked from 13-JULY – 20-JULY-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 Department for Environment, Food and Rural Affairs acting as part of 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

* Low Value Terms & Conditions (used for purchases under £10k)
* 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 Defra/NE 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

## 1. Introduction

The Falmouth Bay to St Austell Bay SPA was designated on 31 October 2017 and contributes to the UK’s suite of Natura 2000 sites and overall MPA network. The Annex I ‘Sandbanks which are slightly covered by sea water all the time’ is one of seven supporting habitat features for which the site was designated.

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| The SPA was designated (under the EC Habitats Directive) for the following Annex I species |
| Black-throated diver, *Gavia arctica* - A002, nb |
| Great northern diver, *Gavia immer* - A003, nb |
| Slavonian grebe, *Podiceps auritus* - A007, nb |

For full site details please see: [Designated Sites View (naturalengland.org.uk)](https://designatedsites.naturalengland.org.uk/SiteGeneralDetail.aspx?SiteCode=UK9020323&SiteName=falmouth%20bay&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=)

## 1.1 Survey area

This survey will collect baseline data from sites within the Falmouth to St Austell Bay SPA.

In September 2023, maerl habitats in the SPA were surveyed by Natural England and contractors (see figure 1 and table 1), and are also known from Seasearch surveys, and the most recent side-scan sonar and camera survey was carried out in St Austell Bay by the Cornwall IFCA in 2023/4. We are aware of additional areas within the SPA which are not fully mapped and require investigation. Natural England and partners carried out a planned acoustic and drop-down video mapping survey of areas within the SPA, the results of which will be available at the end of June 2024 to inform this proposed survey.

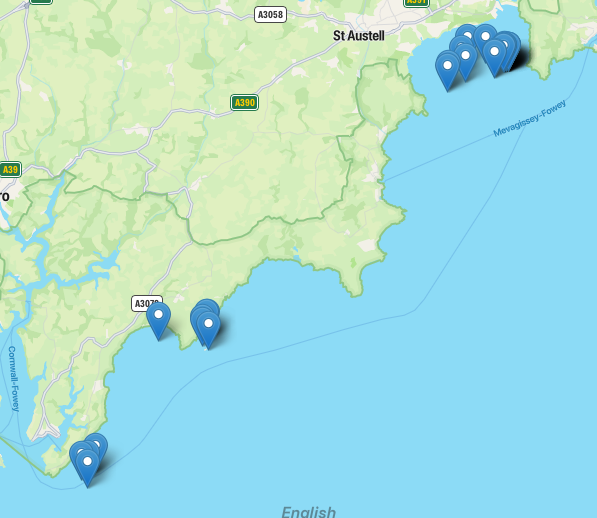


Figure 1. Distribution of most recent 2023 Natural England dive sites in Falmouth to St Austell Bay SPA.

## 1.2 Previous Surveys

Allen, C., Axelsson, M., Dewey, S. & Wilson, J. (2014). Fal and Helford SAC maerl drop-down video and dive survey 2013. A report to Natural England by Seastar Survey Ltd., 89 pages. <https://publications.naturalengland.org.uk/file/6285497528745984>

Bunker, F. St P.D. (1992) Survey and monitoring in the Roseland Voluntary Marine Conservation Area. Report to the National Rivers Authority, January 1993

Doggett, M. and Northen, K.O. 2024. 2023 Fal, Helford and St Austell Bay maerl habitat surveys. [NECRXXX]. Natural England. Unpublished, but will be made available for the July 2024 survey.

Jenkin, A., Street, K., Matthews, R., Trundle, C. and Naylor H. (2016). Verifying acoustic signals for habitat classification within St. Austell Bay, Veryan Bay and Gerrans Bay. Annex 9. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. Available at: <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/StAustellGerransVeryanDDVSSS2016-ANNEX-9.pdf>

Jenkin, A., Street, K., Matthews, R., Trundle, C. and Naylor H. (2016). Verifying acoustic signals for habitat classification within St. Austell Bay, Veryan Bay and Gerrans Bay. Annex 10. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. Available at: <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/StAustellGerransVeryanDDVSSS2016-ANNEX-10.pdf>

Jenkin, A., Street, K., Matthews, R., Trundle, C. and Naylor H. (2016). Verifying acoustic signals for habitat classification within St.Austell Bay, Veryan Bay and Gerrans Bay. Annex 11. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. Available at: <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/StAustellGerransVeryanDDVSSS2016-ANNEX-11.pdf>

Jenkin, A., Street, K., Matthews, R., Trundle, C. and Naylor H. (2016). Verifying acoustic signals for habitat classification within St. Austell Bay, Veryan Bay and Gerrans Bay. 2016 Summary Report. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/StAustellGerransVeryanDDVSSS2016.pdf>

Jenkin, A., Trundle, C., Sturgeon, S., Daniels, C. and Street, K. (2023). Fal and Helford Drop Down Video Maerl Habitat Survey Report. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle (Accessed 07/06/2023 <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/22F-H-DDV-Maerl-SurveyFINAL.pdf>)

Jenkin, A., Trundle, C., Sturgeon, S., Daniels, C., and Street, K. (2023). Fal and Helford Drop Down Video Maerl Habitat Field Report. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. (Accessed 07/06/2023 <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/22F-H-DDV-Maerl-FieldReport-FINAL.pdf>)

Laing, C. 2023. Carbon accounting and nature recovery options for blue carbon ecosystems in the Fal & Helford estuary, Cornwall. Found at [94d8b9614ee04f3e63d0c626a59a4f76\_NEIRF\_2041\_Maerl\_Kelp\_Saltmarsh\_FalHelford\_report\_(1).pdf (ehq-production-europe.s3.eu-west-1.amazonaws.com)](https://ehq-production-europe.s3.eu-west-1.amazonaws.com/cec3564082b970c047765a77317a46648b8de13e/original/1704983120/94d8b9614ee04f3e63d0c626a59a4f76_NEIRF_2041_Maerl_Kelp_Saltmarsh_FalHelford_report_%281%29.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIA4KKNQAKICO37GBEP%2F20240430%2Feu-west-1%2Fs3%2Faws4_request&X-Amz-Date=20240430T103436Z&X-Amz-Expires=300&X-Amz-SignedHeaders=host&X-Amz-Signature=4b0b9be943c97fc55206a14bb9338ed1d46951ccc5e27942fae69fe656e77f39) on 30/04/2024

Seasearch (2023). Seasearch Marine Surveys in England. Occurrence dataset <https://doi.org/10.15468/kywx6m> accessed via GBIF.org on 2023-06-14.

Turnbull, L, Benson, A, Sotheran, I, and Aldis, C. 2024 Maerl Mapping Survey St Austell Bay, Report for Natural England. Envision, Report No. 20240328. In prep. Will be available for survey in July 2024.

## 2. Aims & Objectives

Natural England intends to commission an ecological SCUBA diving survey from 13th – 18nd July 2024 to collect high quality data from maerl habitats within the Falmouth Bay to St Austell Bay SPA. The main objective of this project is to provide data to assess distribution, extent and range, and species composition of subtidal maerl communities, providing baseline information about maerl supporting habitats within the Falmouth Bay to St Austell Bay SPA, and to provide data for use in a natural capital assessment of the SPA.

Natural England are seeking potential contractors:

a) to **provide a team of scientific divers to undertake the survey.** NE may be able to provide 1 – 2 divers to supplement the contractors team. Under this project, the winning supplier will act as ‘Dive Contractor’ and Natural England will act as the ‘Client’ in line with Diving at Work Regulations 1997.

b) analyse data obtained from the dive survey, produce a survey report and import the resulting dataset into Marine Recorder.

## 2.1 Aims

The plan for this tender should achieve the following aims:

* Collect high quality biological data of suitable resolution from Natural England to allow key attributes to be assessed. The dive survey will follow the [Common Standards Monitoring](https://data.jncc.gov.uk/data/9b4bff32-b2b1-4059-aa00-bb57d747db23/CSM-SublittoralSediment-2004.pdf) (CSM) guidance for inshore sublittoral sediment habitats.
* Following Natural England’s methodology for transects and quadrats of subtidal maerl bed communities as used in this site in 2023.
* To inform these attributes:
* Species composition of maerl bed communities (excluding the maerl species themselves which require genetic analysis)
  + Distribution of maerl bed communities
* To record the proportion of dead and live maerl at each site
* To compare data collected in comparison with previous data, to produce a report indicating the condition of maerl beds in the Falmouth to St Austell Bay SPA.
* Record and report on Non-Native species found during the survey.
* To record the abundance of scallop species within transects. If there is anything additional that is possible to report about the natural capital value of the maerl beds from the diver collected data, then it would be desirable to include this within the report.

## 2.2 Objectives

**The specific objectives** of this contract are to gather data and report on surveys to inform the extent and distribution of maerl bed as supporting habitats of the Falmouth Bay to St Austell Bay SPA.

The attributes to be monitored are;

* Percentage cover of live and dead maerl
* Distribution of maerl bed communities
* Species composition of maerl bed communities
* Presence/absence of non-native species
* Abundance of scallop species

For the most up to date information on maerl attributes please refer to the [Conservation Advice package](https://designatedsites.naturalengland.org.uk/Marine/MarineSiteDetail.aspx?SiteCode=UK0013112&SiteName=fal%20and%20helford&SiteNameDisplay=Fal%20and%20Helford%20SAC&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=&NumMarineSeasonality=&HasCA=1) for the site and specific [attributes](https://designatedsites.naturalengland.org.uk/MarineCondition/PublicFeatureAttributes.aspx?featureGuid=af5cbf45-a650-e411-a6ba-000d3a2004ef&SubFeatureCode=A5.51&SiteCode=UK0013112) for maerl, and Doggett et al 2024

For full details of the methodology please refer to Appendix 3. For details of the survey sites and communities encountered in the Falmouth Bay to St Austell Bay SPA please refer to the Falmouth Bay to St Austell Bay SPA Dive Survey report (Doggett *et al*., 2024), Fal and Helford SAC Maerl Drop-down Video and Dive Survey 2013 - IPENS018 (naturalengland.org.uk) and Turbull et al 2024.

Under this specification contractors must:

1. Carry out a survey using a team of suitably qualified and experienced scientific divers within the period 15th – 18nd July 2024, in accordance with the Approved Code of Practice for Scientific and Archaeological Diving and complying with the Diving at Work Regulations (1997), operating from the Celtic Cat MCA coded dive vessel (Porthkerris Divers) which has been separately contracted by Natural England. Accommodation has been booked by Natural England within the Falmouth area for the contractors between 13th to 20th July 2024.
2. Produce a concise, evidence based technical report detailing the work undertaken, and perform statistical analyses of data, including univariate and multivariate statistics, to enable the assessment of each attribute target. Where appropriate, contractors should validate the sample design/intensity by performing post survey power analysis. For example, species accumulation curves, tests for autocorrelation, power of change detection using diversity indices.
3. Include appropriate analyses to compare the new 2024 data with the survey data from 2023 (A Marine Recorder database and/or excel spreadsheet which can be requested from Natural England) for Falmouth Bay to St Austell Bay SPA.
4. To inform Natural England’s conservation advice for Falmouth Bay to St Austell Bay SPA. This should include consideration for any variation across specific geographic areas, notable communities or exposure to environmental or anthropogenic factors.
5. Evaluate the effectiveness of data collection methods, techniques and technical equipment.
6. In addition, the contractor is not obliged to, but is welcome to provide any overriding thoughts on the integrity of which will be considered by site leads in their assessment of the site.
7. Report the detailed findings of the project in succinct and clear final reports, including appropriate GIS outputs, Marine Recorder files, MEDIN compliant metadata, a confidence assessment of the data outputs and standard survey imagery (further detailed in General Requirements of the Framework, Section 3 Paragraph 12. Required Standards).

## 3 Methods

## 3.1 Pre-survey Deskwork

Before the survey is carried out the contractor will discuss any pre-survey work with Esther Hughes, Natural England, including:

1. Clarification of roles, responsibilities and expectations

2. Review existing information provided by Natural England.

3. Ways of working and close collaboration with NE.

Before the survey is carried out the contractor will discuss any pre-survey work with the Project Officer. This should include checking site information, identifying sources of relevant information and finalising diving methods.

To ensure the successful contractor complies with the Diving at Work Regulations and appropriate Health and Safety Executive Approved Code of Practice; is competent for the work and aware of hazards associated with the project; and are maintaining full records of all such projects; a Diving Project Plan and risk assessment must be submitted by the contractor to the Natural England Diving Officer for approval. Copies of qualifications, medical certificates and first aid certificates should be provided to the Natural England Diving Officer by the Contractor.

## 3.2 Field Survey

The contractor will undertake the survey using a team of fully equipped HSE divers. To reduce costs and provide site knowledge and relevant expertise, NE may supply one to two appropriately qualified (on open circuit scuba) and experienced HSE commercial divers for the duration of the survey. The successful contractor will be expected to include these divers in all pre-survey briefings and any training sessions. Potential suppliers should submit quotes for both a full dive team and a dive team supplemented with NE staff; upon successful award of the contract, these options will be discussed during the planning stages with the Project Officer.

Natural England expects data to be collected over a four-day survey period. Team size depends on survey design proposed by the contractor; a minimum team of six would allow for one dedicated non-diving supervisor and a surface stand-by diver on the vessel, but a larger team of eight or more would allow for more data to be collected.

The preferred survey window is May – September 2024, during neap tides. Due to limited vessel availability in the area, the dates for the Celtic Cat (Porthkerris Divers) have been provisionally booked for 15th to 18th July 2024. Natural England have reserved self-catering accommodation from 13th – 20th July in Falmouth.

## 3.3 Site Access

Natural England will obtain permission from seabed owners, Port Authorities, or leaseholders for survey work as necessary.

Each member of the survey team must carry a letter from Natural England to confirm that they are doing this work on the behalf of Natural England. Survey work will not be able to begin until access permissions have been obtained by Natural England.

## 3.4 Data Analysis

Natural England expects robust and appropriate statistical analysis to be completed, and the results presented and discussed.

The results should be compared to previous surveys and other relevant papers (including appropriate statistical analysis). Any observed changes should be set into context using other existing information.

## 3.5 Invasive Non-Native Species

Invasive non-native species (INNS) are considered to be one of the top five pressures directly driving biodiversity loss globally. Prevention is the key focus, particularly in marine environments.

The contractor must collect georeferenced photographs of INNS observed on site, record these on Marine Recorder, report to the Natural England Project Officer, and include within the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non-Native Species Secretariat and with the Natural England Project Officer. More information and guidance including ID guides can be found at www.nonnativespecies.org.

## 4 Outputs – Products and Timescales

This contract shall be managed on behalf of the Authority by Esther Hughes, Lead Adviser ([esther.hughes@naturalengland.org.uk](mailto:esther.hughes@naturalengland.org.uk))

Draft reports should be provided in electronic MS Office Word \*.DOCX format for comment. A template and guidance exists for writing Natural England commissioned reports and should be followed and can be found here: [Natural England Commissioned Report writing guidance](https://publications.naturalengland.org.uk/publication/5790636781600768). All reports should retain a clear suggested citation stating that it is a ‘Report to Natural England’

Data must be interpreted, analysed and presented in light of the overarching hypotheses for each contract. Contractors should pay particular consideration to the data and GIS required formats for information compatibility including MEDIN metadata standards and Marine Recorder provision.

All interpreted products following data analysis should accompany the draft report; these will include:

* All GIS datasets need to be provided in ESRI ArcGIS format compatible with ArcGIS version 10.2 and have attached metadata.

All GIS files containing habitat data for each individual survey need to be produced to the MESH translated habitat Data Exchange Format (DEF) to the most detailed EUNIS habitat level possible. MNCR (v15.03) data should be added to the ORIG\_HAB column. The GUI provided by Natural England for each survey will be used, and as much information as possible (e.g. survey name, originally assigned feature/habitat name etc.) from the original dataset, as well as any documentation provided (where available) should be included in the resulting datasets to maintain a useful audit trail. As specified in the MESH DEF, data files must be provided as ESRI Shapefiles using geographic coordinates (lat/long) and the WGS84 datum. If the datasets supplied are in other projections, transformation using the appropriate petroleum (EPSG) transformation should be carried out as part of the data formatting procedure.

* If not included in the GIS data layers listed above all sampling locations, vessels tracks, and links to data obtained should also be included as a single GI layer.
* A MESH data confidence assessment for each habitat map should be calculated and provided in a ‘MESH confidence scoresheet’ \*.XLS file. The confidence assessment process is described and a template provided in the following MESH resources The MESH Confidence Assessment Scheme.

Natural England endorses the MEDIN initiative. Any data gathered/derived as part of this project must be submitted to Natural England in a way which expedites the MEDIN data archiving process through Data Archive Centres (DACs) with metadata meeting the MEDIN metadata discovery standard (MEDIN discovery metadata standard). A MEDIN compliant metadata XML file must be provided for each survey.

Natural England will supply the ‘MEDIN guidance for contractors’ document to successful contractors at the mini-tender stage.

All sample data must be entered into [Marine Recorder Online](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjfoorX9e6FAxUjQUEAHXk9AjQQFnoECBkQAQ&url=https%3A%2F%2Fwww.marine-recorder.org.uk%2F&usg=AOvVaw3p3XluRyhPsg1AERMIbFmh&opi=89978449). The Natural England Project Officer will create the survey in MRO and grant access to the contractor to input survey data. Natural England will supply a ‘Marine Recorder guidance for contractors’ document to successful contractors. Contractors should inform the Project Officer when the dataset has been entered, who will QA the survey before signing off.

The contractor must report any records of Invasive and Non-Native Species observed on site on Marine Recorder and to the Natural England Project Officer as part of the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non-Native Species Secretariat Species alerts. More information and guidance including ID guides can be found at GB non-native species secretariat and the Marine Aliens Project.

Copies of the original data spreadsheets or databases are to be provided in the appropriate Microsoft Office format. However please be aware that using MEDIN marine biodiversity data guideline spreadsheets (available online under the marine biodiversity tab at MEDIN data guidelines) will ensure that biological taxon data is prepared correctly for entry into Marine Recorder and will facilitate the efficient entry of data into this system and the data archiving process in general. Natural England welcomes and supports the provision of raw data spreadsheets in the MEDIN format and expects that all raw datasheets will contain the mandatory fields in the MEDIN guidelines, regardless of their format.

High quality imagery which has been selected to form part of the image reference collection for the survey need to be labelled appropriately, including the habitat/species which is represented. These should be provided as a separate folder on the storage device to the standard survey imagery.

All data products and electronic files must be appropriately named so they sufficiently describe the contents and are not purely a numerical value. All products should be named appropriately so that they can be clearly linked to the report/project.

Any species lists submitted will be compliant with current taxonomic names and synonyms (e.g. Marine Species of the British Isles and Adjacent Seas (MSBIAS), World Register of Marine Species (WoRMS))

Video and still camera filenames must include the recording start date and time. Position data must be included within the overlay information.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. Upon completion of the dive survey, the first of two staged payments for this contract will be released. Final payment will be issued upon completion of the final report.

**Weather Downtime & Contingency**

Weather downtime should be defined as those periods during diving operations where the influence of weather conditions results in a halt to any monitoring due to the impact on data quality and/or operational safety. To ensure the safety of the Contractor and integrity of the project, good, clear, documented communications with (Joshua Crane) is essential. Any permission to accrue weather downtime costs given must be in writing or by email from (Joshua Crane) to the Contractor. Any charges for weather downtime where no evidence of prior approval exists will not be approved and will not be reimbursed. Approved weather downtime maybe charged to Natural England at an Operational Weather Downtime Rate:

**Table 1 Downtimes and Rates**

|  |  |
| --- | --- |
| **Situation** | **Rate** |
| **Not immobilised** | No costs |
| **Other** | Maximum 2 days by prior agreement with Joshua Crane |

## 4.1 Timeline for project delivery

|  |  |
| --- | --- |
| Event | Date |
| Start-up meeting | 01/07/2024 - 05/07/2024 |
| Collection of dive survey data by contractor | 15/07/2024 - 18/07/24 |
| Post-survey discussion | 22/07/2024 - 02/08/2024 |
| Data and reporting interim meeting (optional) | 02/09/2024 - 13/12/2024 |
| Draft final report and associated products to be provided by contractor to Natural England | 24/01/2025 |
| Final report, maps and output to be delivered | 17/02/2025 |

Any delays to this timetable should be discussed with the Natural England Project Officer and delays not outside the control of the contractor will be penalised.

**5 Other**

In support of this contract NE will provide the winning supplier with:

* Project support from dedicated Project Officer
* Opportunity to feedback and discuss progress and the project
* Supporting GIS datasets (if required) under licence for use in this contract:
  + Base map data from Ordnance Survey
  + Aerial photography from Next Perspectives
  + S-57 vector data from the UK Hydrographic Office (in ArcGIS format)\*
  + Raster charts from Oceanwise\*

\*(Not to be used for Navigation)

Please see the following site for information on how to obtain access to the GI datasets listed above: <https://www.gov.uk/how-to-access-natural-englands-maps-and-data>

The intellectual property rights and copyright for all products (including photographs) will lie with Natural England. All data will be made available by Natural England under the Open Government Licence at the end of the project via data.gov.uk and the MEDIN Data Archiving Centres.

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Specification of Requirements

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 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. Plese invoice Natural England at least two staged payments at regular intervals between the start and end of contract.

It is anticipated that this contract will be awarded for a period of 8 months to end no later than 17th February 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

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

Technical – 70%

Commercial – 30%

**Evaluation criteria**

Evaluation weightings are 70% technical and 30% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Quality of proposal for report content, data analysis and quality assurance | 1 Question  Q1 (40% of technical score available) |
| Key personnel: Dive surveyor knowledge and experience (please provide CV’s). Previous ID experience of maerl bed communities required. Include management of health and safety | 1 Question  Q2 (50% of technical score available) |
| Consideration of natural capital value elements, i.e., nursery habitat, scallop nursery, essential fish habitat | 1 Question  Q3 (10% of technical score available) |
| Availability/ capacity | 1 Question  Q4 (Pass/Fail) |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q4 (100% of commercial score available) |

Technical (30%)

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.

|  |  |
| --- | --- |
| Proposal | Detailed Evaluation Criteria |
| Q1 Please supply a proposed schedule of work, stating the timescales you will be able to execute and deliver the products specified above, including the report, data analysis, quality assurance, and timeline for project delivery  Weighting 40% of technical score.  Minimum score: 50  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.  4) Planning/pre-survey desk work/start up meeting: Provide a breakdown to include preparation of Project Plan, Risk Assessment and any start-up meetings with NE)  5) Data analysis, GIS and reporting (Provide breakdown to include field report, review of data (MEDIN compliant) and photos/videos, GIS and mapping, Marine Recorder entry) |

|  |  |
| --- | --- |
| Key Personnel | Detailed Evaluation Criteria |
| Q2. Who are the key personnel?  Weighting 50% of technical score  Minimum score: 70  Responses should not exceed ten sides of A4, and use Arial font, size 11. | Your response should include:  Dive surveyor knowledge and experience in the form of CV’s, to include recent contract experience.  Previous/recent ID experience of maerl bed communities required.  Breakdown to include day rate of divers, supervisor, standby diver  Provide options for:   * Contractor to provide full team * Contractor to provide team less one diver provided by NE * Contractor to provide team less two divers provided by NE   Travel and subsistence costs for field work personnel (NE will cover costs of own divers).  Survey consumables  Include management of health and safety |

|  |  |
| --- | --- |
| Natural Capital | Detailed Evaluation Criteria |
| Q3 How would you incorporate natural capital value within the survey proposal?  Weighting 10% of technical score  Minimum score: 50  Responses should not exceed two sides of A4, and use Arial font, size 11. | Your response should include:  Consideration of natural capital value elements, i.e., nursery habitat, scallop nursery, essential fish habitat |

|  |  |
| --- | --- |
| Availability / capacity | Detailed Evaluation Criteria |
| Q4 What availability/ capacity do you have for the survey proposed for agreed dates?  Weighting: Pass/Fail  Minimum score: Pass  Responses should not exceed one side of A4, and use Arial font, size 11. | The survey dates are set for 15th to 18th July 2024. Accommodation is booked from 13th to 20th July 2024. Suppliers would be expected to be able to carry out the survey on the agreed dates. |

Please detail any assumptions made during pricing.

Commercial (30%)

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 and objective/key personnel used 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 30% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 70% (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

Appendix 1 - Dive Survey Methodology (from 2023 survey)

Doggett et al, 2024. Full report can be provided by Natural England

**Dive site selection**

The survey was conducted in the Fal and Helford SAC and Falmouth Bay to St Austell Bay SPA. A list of 16 SAC and 29 SPA sites known or considered likely to support maerl habitats was generated by Natural England prior to the survey and was based on previous survey data. The maerl sites covered a comprehensive geographic spread across both the SAC and SPA. In the event of any inclement weather during the two-week survey period it was planned that it would always be possible to dive in a sheltered location. It was expected that half the diving would be completed in the SAC and half in the SPA and not all sites would be surveyed in the limited time available.

The dive sites within the SAC (St. Mawes Bank including Castle Point, and the Helford River) were pre-selected based on locations from the 2001/02 and 2013 dive surveys (Howson et al., 2004; Allen et al., 2014). Sites from the SPA were selected using local diver knowledge, Seasearch records and other survey records (drop-down video (DDV)/side scan sonar). Sites were prioritised in the SPA based on the confidence in existing data that indicated which sites whose description most strongly indicated the presence of a maerl bed. In the SAC, sites were prioritised based on location i.e. priority sites were the centre of St Mawes Bank, the furthest south at Castle Point (for geographic spread away from St Mawes Bank) and the densest maerl in the Helford River.

At sites where there was any uncertainty of the presence of maerl, an ROV was first deployed to confirm suitable maerl beds were present; this was mainly applicable to the sites in St Austell Bay where confidence of maerl presence was lower.

The entire survey was conducted by in situ recording by scientific divers. There were two recording methodologies used at each site, as described below. A shot line was deployed at each site for the divers to descend. If the shot landed in an area unsuitable for survey, i.e. insufficient maerl density, then a travel line was laid to take the divers to the start of the survey transect.

**Maerl community composition: 20 m transects**

The project used a quantitative monitoring strategy with a stratified random sampling approach. In this methodology, the target biotope served as the stratified element within the sampling program, with 0.25m2 quadrats randomly placed along a 20 x 2 m transect for sampling, as shown in Figure 2. Detailed information on these methods can be found in Appendix A. Each diver recorded between two and four quadrats, to provide sufficient sample points for subsequent data analysis. The amount of time available at given depths determined how many quadrats could be undertaken. Recording was undertaken in situ using proforma recording forms (see Appendix A). A species checklist for quadrat recording was prepared, based on previous survey data and detailed which species would be counted and which would be recorded as percentage cover. Each quadrat was documented using stills photography.

Subsequent to the data analysis, local descriptions of each biotope surveyed were compiled. These descriptions aimed to define the species composition within the various biotopes.

**Maerl density, presence of and assessment of scallop species: 50 m transects**

Maerl density (live and dead) was recorded on the 20 m transect within 0.25m2 quadrats used to record detailed species, and within 0.25m2 quadrats at 5 m intervals along a 50 m transect (Figure 3). Percentage cover of slipper limpets, Crepidula fornicata was also recorded within these quadrats. The previous survey and anecdotal reports had indicated Crepidula fornicata to be present on the edges of the St Mawes bed, density recording for this species was included to assess potential impact of this invasive non-native species on the maerl.

Given the potential commercial importance of scallop species, and in order to inform natural capital assessments of maerl beds, the species, abundance and approximate size (in 5 cm size classes) of all scallops observed were recorded 2 m either side of the 50 m transect line. Each quadrat was documented using stills photography and the entire transect was recorded using GoPro video.

For sites such as St Austell Bay, where maerl is found in distinct ridges and troughs, the grid was run along the centre of a trough so the quadrats were within the same habitat, along the ridge (Figure 3). The 50 m transect was laid at a right angle, across the ridges, to ensure the scallop and wider habitat survey covered all slope angles.

**Quality assurance**

For quality assurance purposes, the first day of the survey was planned to allow the divers to familiarise themselves with the maerl bed habitat, survey techniques and species identification. Pair 1 set out the transects, as per the methodology described above. They undertook their survey tasks to 25 m only. Pairs 2 and 3 undertook detailed quadrat surveys. For this practice each pair surveyed four quadrats with both divers in the pair surveying the same quadrats to allow comparison in the lab session later that day. It was an important part of quality assurance for the survey data collected, ensured identification of taxa was correct and data collection methods were consistent across divers. The data were excluded from post-survey analyse

**Photography and video**

Photographs were taken of each quadrat and of any notable species. GoPro videography was taken along the entire length of the 50 m transect.

Diving procedures

The dive survey was led by the Natural England Dive Unit and supported by external contractors. The survey vessel was the locally operated Category 2 MCA registered catamaran Celtic Cat.

The diving survey followed the HSE Approved Code of Practice for Scientific and Archaeological diving projects and the Diving at Work Regulations 1997. All scientific divers have qualifications listed by HSE as approved for scientific diving at work. . Details of the survey team are given in Appendix B. Permissions to dive were obtained from Falmouth Harbour Commissioners and St. Mawes Harbour Authority.

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

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

