To establish baseline data on predator abundance and behaviour in and around a sample of wooded and non-wooded cloughs (valleys) within the South Pennine Moors Special Protection Area (SPA)

Date: December 2023

Version: FINAL



Request for Quotation

Clough woodland creation and impacts on breeding waders: mammalian predator baselining work

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:** **clare.pinches@naturalengland.org.uk**

**Date:** 15th January 2024

**Time: 12:00 GMT**

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

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

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 19th December 2023 at 12:00 GMT |

|  |  |
| --- | --- |
| Deadline for clarifications questions | 8th January 2024 at 12:00 GMT |
| Deadline for receipt of Quotation | 15th January 2024 at 12:00GMT |
| Intended date of Contract Award | 19th January 2024 |
| Intended Contract Start Date | 22nd January 2024 |
| Intended Delivery Date / Contract Duration | 22nd January 2024 to 31st March 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):

|  |  |
| --- | --- |
|  |  |
| “Authority” | means Natural England who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

Conditions of Contract

The Authority’s Standard Good and Services Terms & Conditions (used for purchases under £50k)can be located on the [Natural England website](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

Prices

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

Disclosure

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

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

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

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

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

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

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

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

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

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

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

General Data Protection Regulations 2018

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

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

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

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

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

**Sustainable Procurement**

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

Our work in support of delivery of Defra's Tree Action Plan is focused on ensuring positive alignment between Government's statutory target for the expansion of tree cover and the targets for nature recovery. The targets include reducing extinction risk, reversing the decline in species and increasing their abundance, alongside creation of wildlife rich habitat. This project aims to establish a baseline data-set, using a repeatable methodology, to support a wider, long-term research project looking at the impact clough (valley) woodland creation has on the productivity of nearby breeding wader populations in relation to changes to predator number and behaviour arising from increased woodland cover.

Our approach is to work at scale, collaborating with a diverse range of delivery partners. We will provide our expertise, evidence and partnership-building skills, working within communities, recovering nature together.

Project title: To establish baseline data on predator abundance and behaviour in and around a sample of wooded and non-wooded cloughs (valleys) within the South Pennine Moors Special Protection Area (SPA)

Natural England's Trees Action Plan delivery team (TAP-D) and our Chief Scientists Directorate team have identified an urgent need to better understand and quantify the impact that creation of low density native woodland habitats in clough (valley) situations has on adjacent breeding wader populations.

Background to the specific work area relevant to this purchase

The creation of new woodlands, whether through planting or natural colonisation, is widely seen as a worthwhile societal objective in many landscapes, particularly those in which the extent of forest cover has been diminished as result of human activities. Benefits of woodland creation include nature conservation, flood mitigation and carbon sequestration to mitigate climate change. However, increases in woodland cover can impact negatively on populations of open habitat species such as breeding waders. The UK is internationally important for breeding waders, but here as well as in other European countries breeding populations of several wader species have declined severely in recent decades. For example, between 1995 and 2021, breeding abundances in the UK declined by 48.5% for Curlew, by 50% for Lapwing, by 49% for Redshank,15.5% for Golden plover and by 20.5% for Oystercatcher.

Whilst many factors, including agricultural intensification, land drainage, historic afforestation with the associated increase in predator populations, are implicated in these declines, future expansion of woodland and other tree cover will compound these impacts and arguably poses a greater immediate risk to breeding wader recovery in England's Northern Uplands. This is due to the potential for impacts of both direct habitat loss (i.e. when woodland cover replaces open habitats) and the effects of tree cover on breeding productivity of waders in adjacent areas of open habitat, resulting from increased predation of eggs and young. Waders also tend to avoid nesting within a few hundred metres of wooded habitat, resulting in further loss of nesting habitat. The zone of influence cast by the woodland has been labelled the ‘predator shadow’ and this shadow has been shown to extend to at least 1km.

Whilst available evidence indicates that increases in the woodland area and edge have a deleterious impact on wader population growth, to date there have been no quantified studies examining what predation impacts result from small-scale, low density native woodland and wood pasture creation, including planting within upland cloughs in Northern England, in terms of effect on a) predator composition, numbers and behaviour and b) impacts on wader productivity on the adjacent open moorland.

Requirement

A quotation is sought to establish baseline data on mammalian predator abundance and behaviour within two locations in the South Pennines Moors SPA. Work commissioned in this project will establish a monitoring baseline on mammalian predators for a separately let follow on research project on these study sites. This subsequent project will include a dummy egg predation study, breeding bird surveys and habitat quality surveys (vegetation assessment, invertebrate assemblage assessment and soil moisture content assessment).

This contract is required to help answer:

1. What mammalian predators are present? Can we infer predator species absence from lack of trail-camera results?
2. Can frequency of trail camera records be used to determine a level of mammalian predator abundance?
3. Do the two existing woodlands support a higher density of mammalian predators than the moorland?
4. Is there a greater density of predators on moorland in the vicinity of wooded cloughs compared to non-wooded cloughs?
5. Are cloughs utilised as corridors within the woodland?
6. Are cloughs utilised as corridors out of the woodland (onto the moorland)?
7. Do mammalian predators avoid wet ground?

At each of the two locations predator use and behaviour will be monitored through a network of camera traps in and around one wooded clough and one non-wooded clough, with cameras extending onto the adjacent open moorland in both instances. (Maps of the study sites are given at Figure 1). A paired design is used to control for other factors. Both non-wooded cloughs are proposed for woodland creation, therefore the study will serve as a baseline for future monitoring as well as providing an immediate direct comparison.

It is intended these cameras will be established in a grid pattern in February 2024 to enable collection of data from the beginning of March 2024 to September 2024 thereby encompassing the full bird breeding season.

Whilst post March monitoring of the cameras falls outside the scope of this contract specification, we expect data arising from the network of cameras to help us answer the questions above and the contractor should consider these in choosing locations for cameras within the grid.

**Tasks & Required Outputs**

We require the quotation to cover:

Establishing the grid of trail cameras:

The contractor will establish a grid of cameras in February/early March 2024. Cameras will monitor two wooded, two non-wooded clough valleys and associated adjacent moorland in two study areas set out in Annex 3.

The field site locations cover rough sloping ground. Fieldwork will take place during short winter days so quotes should account for these factors. Access provision and permission to install cameras will have already been agreed with the landowner and tenants by Natural England.

The contractor should use their expertise to determine the best set up to collate data which helps answer the study questions set out above and allows an effective comparison across all four study sites. Camera siting will depend to some extent on field of view and degree of sensitivity.

For example cameras could be positioned: linearly long the watercourses at appropriate intervals; parallel to the watercourse but at a greater distance of from the water, along the woodland edge (existing edge for wooded cloughs and planned edge for new woodlands in currently non-wooded cloughs), in a grid or moveable transect within the open moorland at distances ranging from 100m to 1km from the woodland or non-wooded clough edge.

We would anticipate a minimum of 15 cameras at each of the four study sites, with approximately 60 in total for the study. However the contractor should use their expertise to specify equipment and provide associated costs for this and staff time including:

* time costs associated with initial walkover surveys, to plan and install network of trail cameras.
* the type and number of cameras proposed for the study. Consideration should be given to the detection range, field of view and the automated photo frequency facility the camera provides with the objective of minimising the number of photos of the same animal in any one photo capture event, whilst ensuring capture of multiple animals if they are present. We require cameras to be GPS tagged to enable repositioning in the same locations during subsequent years.
* the storage capacity of the memory cards needed to store photo data collected. Whilst it is anticipated cameras will be monitored until the end of September and then removed (thereby collecting data throughout the breeding seasons for wading birds) we are presently not able to stipulate the frequency that cameras will be checked and data downloaded within this period.

In light of this uncertainty we would value advice on optimal periodicity of visits (e.g. one monthly, two monthly?) and the maximum likely duration cameras can be left out until storage capacity is exceeded or battery charge is lost. Thought should also be given to the trade off between data security (i.e regular downloads) versus the potential bias associated with creating a regular scent trail and physical pathway between cameras.

* estimated need for installation of fixed posts for trail cameras to be mounted on in open situations (where there is not tree cover, fence posts or walls on which cameras can be mounted). It would be helpful if consideration was given of how the visual/scent and impact of a post might impact predator behaviour.

It should be noted cameras and memory cards purchased for this contract will remain the property of Natural England on completion of this work.

Initial monitoring of trail cameras

The contractor will monitor trail cameras over a 3-4 weeks in February to March to check that they are functioning properly, are not being triggered by vegetation, and are located to provide optimal vantage points. Contractors should advise on the number of visits needed to establish optimal operation of the cameras.

Footage will be analysed to ideally determine numbers of individuals and patterns of behaviour.

Production of a simple report, map and associated digital data file

The contractor will be expected to provide a short project report, setting out nature of work undertaken any constraints and issues encountered which may need to be addressed/considered in follow up work. Contractors will also need to provide clear paper and digital mapping and an associated database which clearly identifies the specific location of each individual trail camera deployed.

Spatial data must be in ESRI Shapefile or Geodatabase (v10.2.2 with a .lyr file) format and must have been through the [Esri Check Geometry](https://desktop.arcgis.com/en/arcmap/10.7/tools/data-management-toolbox/check-geometry.htm) tool.  Reports should be in Word or PDF format. All data, media of any nature containing information and data or other material belonging to Natural England or relating to the Services shall be delivered promptly.

Please also include the following information:

* Proposed methodology and timeframes for achieving the specification with time estimates
* Recent experience of carrying out similar contracts. Key staff to work on this contract must be detailed with experience
* Risk Assessments: noting the rough ground, possible inclement weather and potentially challenging nature of the fieldwork
* Health & Safety Policies/Certificates
* VAT registration number
* Sustainable Procurement Practices
* Completed Mandatory Requirements (Annex 1)
* Completed Acceptance of Terms and Conditions (Annex 2)

Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 Year Environmental Plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

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

Outputs and Contract Management

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| 1 | Start-up meeting between project officer and supplier | Natural England | w/c 22nd Jan 2024 |
| 2 | Initial walk over survey to inform specific locations of trail cameras | Supplier | w/c 29th Jan |
| 3 | Location of camera network agreed | Natural England and Supplier | w/c 5th Feb |
| 4 | Installation of trail cameras complete | Natural England | w/c 26th Feb |
| 5 | Monitoring of trail cameras complete to ensure effective collation of data on mammalian predators. | Supplier | w/c 4th to 18th March |
| 6 | Completion of draft report for NE comment, provision of paper | Supplier | 22nd March 2024 |
| 7 | Completion of final report and digital mapping data/security codes for cameras etc digital format (End contract) | Supplier | 31st March 2024 |

N.B. Short weekly progress updates should be provided by email/phone (tba at the start meeting with the NE project officer to allow for early resolution of issues.

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. Suppliers may invoice after the project milestones have been completed. Please provide an invoice schedule with the submission, noting that the final invoice needs to be received and processed by the 31st March 2024.

It is anticipated that this contract will be awarded for a period of three months to end no later than 31st March 2024. 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Proposal | Methodology | Please provide details of the approach proposed to deliver the requirements of this project.  Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  20% of technical score available  2) Provide a clear, concise and well considered approach to  delivering project requirements.  50% of technical score available |
| Key Personnel | Key personnel who will be directly involved in this contract and recent experience of carrying out similar projects.  30 % of technical score available |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | Ability to deliver within budget & contract period.  100% of commercial score available |

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:

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

Tenderers should provide answers that meet the criteria of each technical question.

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 deliverable 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 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 via a Purchase Order.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

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

Part 1.1 Potential Supplier Information:

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

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

Part 1.2 Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

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

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

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

Part 2.2 Grounds for discretionary exclusion

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

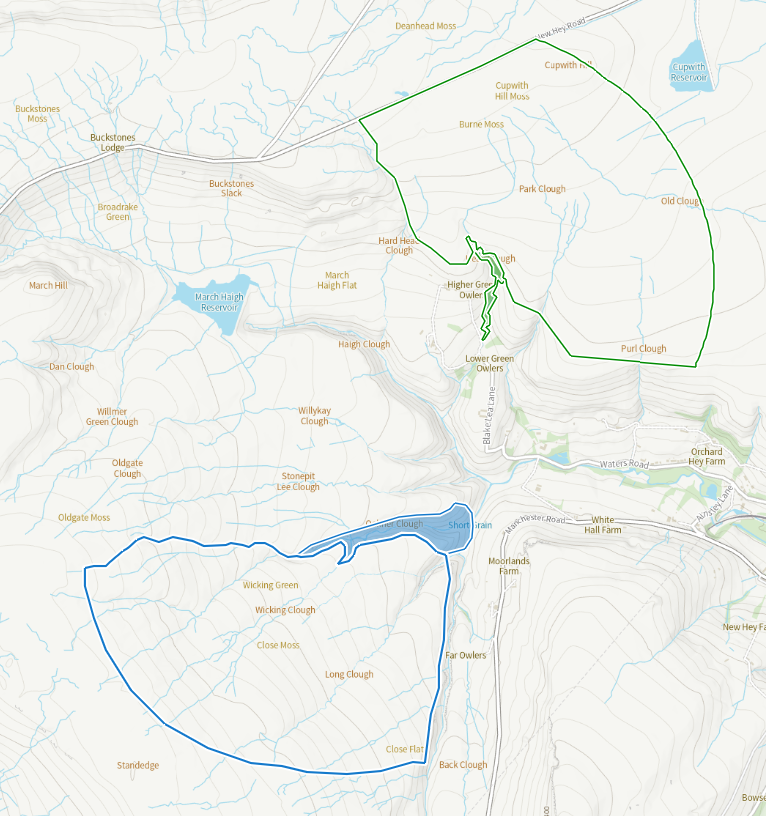
Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 3: Summary of study areas:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site name | Existing clough woodland | Open clough\* or newly planted woodland | Linear distance (clough length) | Open moorland study area | Suggested no. cameras |
| Oakner Clough (Marsden) SE024118: |  | x | 0.89km | 1.56km2 | 15 |
| Head Clough (Marsden) SE029130: | x |  | 0.58km | 1.64km2 | 15 |
| Turvin Clough (Turley Holes and Higher House Moor) SE987204: |  | x | 1.53km | 1.79km2 | 15 |
| Hove Wood (Turley Holes and Higher House Moor) SE997227 | x |  | 1.51km\*1 | 1.83km2 | 15 |

\*NB both open cloughs are proposed for woodland creation therefore the study will serve as a baseline for future monitoring as well as an immediate direct comparison. Oakner clough is being planted in December 2023.

\*1 The open study area associated with the woodland includes an additional 1.02km of open clough which links to the open clough study site to the south.

**Area 1:**

Oakner Clough (blue) and Head Clough (green)

Area 2:Turvin Clough (blue) and Hove Wood (green)

