Request for Quotation

Literature Review of Natural Capital Approaches to Marine Protected Area Management

18/06/2024

Request for Quotation

Literature Review of Natural Capital approaches to Marine Protected Area Management

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: robyn.samuel@naturalengland.org.uk

Date: **05**/07/2024

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

Robyn Samuel 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 | 19-Jun-2024 at 17:00 BST / GMT |
| Deadline for clarifications questions | 05-Jul-2024 at 17:00 BST / GMT |
| Deadline for receipt of Quotation | 10-Jul-2024 at 17:00 BST / GMT |
| Intended date of Contract Award | 17-Jul-2024 |
| Intended Contract Start Date | 17-Jul-2024 |
| Intended Delivery Date | 06-Jan-2025 |

Section 1: General Information

Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

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

Conditions applying to the RFQ

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

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

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

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

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

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

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

Amendments

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

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

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

Conditions of Contract

The Authority’s

* Standard 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 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

1. **Introduction**

The following contract opportunity invites suitably experienced suppliers to work with Natural England in exploring the use of natural capital approaches to enhance Marine Protected Area (MPA) management. This exploratory project aims to provide Natural England with:

* A broad overview of where natural capital thinking has been applied to inform MPA management, both within the UK and internationally.
* Insights into the methods used to integrate natural capital thinking into management decision-making processes; particularly when these have led to an increase in benefits derived from the MPA.
* An understanding of the benefits and challenges associated with implementing natural capital approaches to MPA management.
  1. **Background to Natural Engl**and

The Authority is Natural England. Natural England is the government’s adviser for the natural environment in England. We protect England’s nature and landscapes for people to enjoy and for the services they provide. Within England, we are responsible for:

* promoting nature conservation and protecting biodiversity;
* conserving and enhancing the landscape;
* securing the provision and improvement of facilities for the study, understanding and enjoyment of the natural environment;
* promoting access to the countryside and open spaces;
* and contributing to social and economic well-being through the sustainable management of the natural environment.

Natural England’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 can be found at: [Natural England - GOV.UK (www.gov.uk).](https://www.gov.uk/government/organisations/natural-england)

* 1. **Background to Protected Site Strategies (PSS)**

Section 110 of the Environment Act (2021) affords Natural England the ability to prepare and publish ‘Protected Site Strategies’ (PSS) aimed at:

a) Improving the conservation and management of a protected site; by

b) Managing the impact of plans, projects, or other activities (wherever undertaken) on the conservation and management of the protected site.

Guidance is needed for the development of a PSS, and five pilot projects and multiple research projects are currently underway to help develop this guidance; however, these have largely focused on terrestrial and coastal protected sites. This year, an additional marine PSS project will deliver recommendations specifically for the development of PSS for Marine Protected Areas and hence support the development of advisory guidance for PSS.

* 1. **Opportunity Definition**

Sub-section 4 of section 110 of the Act, outlines four ‘limbs’ of a PSS, which are:

* + 1. **Evidence based** - Include an assessment of the impacts and pressures.
    2. **Action Oriented** - Include measures to avoid, mitigate and compensate.
    3. **Integrated** - Identify other plans, project and strategies of benefit to the site.
    4. **Ambitious** - Address any other matter of relevance.

In addition, PSS legislation contains a ‘Duty of Cooperation’ (sub-section 5 & 7) which will ensure that PSS development will be a collaborative, stakeholder led process.

We are interested in whether a natural capital approach can a) be used to support the stakeholder engagement aspects of PSS development and, b) help a PSS to be more **ambitious** in its scope. That is, can a PSS help achieve both feature-specific conservation targets for an MPA and also address other matters in the site not specifically related to features, which will offer additional benefits to local communities and stakeholders? This project will provide evidence to help understand how a PSS could be more **ambitious.**

* 1. **The Natural Capital Approach**

The Natural Capital Committee defines natural capital as “the elements of nature that directly or indirectly produce value to people, including ecosystems, species, freshwater, land, minerals, the air and oceans, as well as natural processes and functions” (Natural Capital Committee 2017). One of the goals of a natural capital approach is to enable nature recovery that sustainably provides benefits central to people’s well-being. Meaningful collaboration with a wide range of partners and stakeholders throughout the entire process is critical to its success. This helps because it enables: a wide range of benefits to be identified; the sharing of knowledge and evidence; the goals of different stakeholders to be represented from the start; the development of consensus and buy-in; and the pooling of resources to deliver shared goals.

**Key terms and concepts relating to natural capital:**

**Ecosystem services:** the components of nature that are directly enjoyed, consumed, or used in order to maintain human wellbeing (Sunderland and others 2019). A natural capital approach describes the natural environment as a stock of assets from which there is a flow of ecosystem services to people who benefit from them.

**Ecosystem Approach**: a framework for the sustainable management of land and sea for the benefit of both biodiversity and people in a way that integrates ecological, social and economic understanding (Waters and others 2012). The Ecosystem Approach heavily influences how we do natural capital in practice in a participatory and equitable way.

**Nature-based solutions (NBS**): defined by the IUCN as actions to protect, sustainably manage, and restore natural or modified ecosystems, that address societal challenges effectively and adaptively, simultaneously providing human well-being and biodiversity benefits (Cohen-Shacham and others 2016). A natural capital approach can help us make arguments in favour of NBS by demonstrating the role of nature in human wellbeing and helps us decide where the best places to put them are.

More information on the natural capital approach can be found in the [Natural Capital Evidence Handbook: to support place-based planning and decision-making - NERR092 (naturalengland.org.uk)](https://publications.naturalengland.org.uk/publication/4658498148499456)

1. **Main Task**

Considering the opportunity outlined above, the main task is to undertake a literature review to explore how natural capital approaches have been used in MPA management, including relevant strategies and plans. This review should examine how natural capital approaches to MPA management can help to deliver multiple benefits for nature and people. It should also capture instances where a natural capital approach did not add value, providing details for why this was the case.

The literature review will run alongside three marine PSS case studies and interim findings from the review will be shared with NE staff involved in these case studies via an Interim Finding presentation in late September. These findings will inform case study leads about potential avenues to apply natural capital approaches within their case study, highlighting the benefits and challenges associated with each approach.

The review should focus on the use of natural capital approaches in MPA management, both within the UK and internationally. Natural capital approaches consider the elements of nature that directly or indirectly provide value to people. Therefore, we are particularly interested in examining MPAs that have used stakeholder and community engagement to develop and implement management strategies. In order to capture perspective outside of the European way of thinking, the review should not be limited to literature containing the term ‘natural capital’. Other terms such as ‘multiple benefits’, ‘ecosystem services’, ‘societal benefits’, ‘nature’s contribution to people’ and ‘community initiatives’ (among others) may be used to explore relevant international literature.

**Aims:**

To identify the contexts in which a natural capital approach has been beneficial or not to MPAs and their management, and to understand the underlying reasons.

**Objectives**:

1. Conduct a search of grey and peer-reviewed literature about MPA management, both within the UK and internationally, to assess where community or stakeholder partnerships have been involved in the management or development of an MPA.
2. Review the literature on these MPAs to determine:

* Who was involved in the implementation and/or management of the MPA?
* Were any methods used to assess the economic, social, and ecological value of the site, in either monetary or non-monetary terms? If so, what were they?
* What measures were implemented to benefit the site’s natural capital? Specifically:
  + Did the measures focus on natural capital assets, or were improvements to ecosystem services and wider benefits explicitly included?
  + How were these measures implemented?
  + Were any actions taken to formalise these measures?
* Were any funding sources used to facilitate the process? If so, what were they?
* What aspects of the approach were successful, and what were not? Providing details for reasons behind these outcomes.

1. Highlight other relevant examples, if found, of where a natural capital approach to MPA management has been employed, even if not community/stakeholder led
2. Communicate these findings to the NE leads of three marine PSS case studies via an interim finding presentation.
3. Synthesise the results of the literature review in a final report, including a geographic representation of the MPAs included in the review.

1. **Methods**

The successful Contractor will need to apply suitable analytical methods to meet the project aims and objectives outlined above. We anticipate that a snowballing approach to the literature review may be more appropriate than structured or systematic methods to literature reviewing, such as quick scoping reviews and rapid evidence assessments. The contractor should be prepared to take a flexible approach and work closely with the NE project team to help evolve the direction of the review throughout the course of the project. The quotation should include a proposed methodology and examples of previous literature reviews conducted by the Contractor.

Below, we provide a preliminary framework for project delivery. However, we welcome alternative approaches in your proposed methodology, provided that a clear justification is included.

* 1. **Initial Meeting**

The contractor will attend an initial meeting with NE specialists to discuss the project, review the aims and objectives, and agree upon a general approach, milestones, and expectations.

* 1. **Progress Updates**

The contractor will attend regular progress update meetings with the NE project team. We would like the contract to be highly collaborative, delivered in an agile manner to facilitate knowledge exchange throughout project. Initially, the progress update meetings will focus on discussing the general approach to literature searching and identifying potential avenues for further investigation. They will also provide an opportunity to track the scope of the review, ensuring that a wide range of natural capital approaches and MPAs are covered by the review. Initially, the progress update meetings will be fortnightly, however the frequency of update meeting can be reviewed as the project progresses.

* 1. **Reporting**
     1. *Interim Findings Presentation*

The contractor will present interim findings to NE staff prior to the hand in of the final report. It will detail key findings from the literature review and provide an opportunity for findings to be considered in the context of the marine PSS case studies, ahead of receiving the finalised review.

* + 1. *Final Report*

The contractor will provide a table of results and report covering the introduction, methods, results, and discussion of findings from the literature review. The report should include an Appendix detailing all the MPAs included in the review.

Natural England will provide a report template and guidance to be used for all reporting ([Natural England publishing standards for commissioned reports - NECR000](https://publications.naturalengland.org.uk/publication/5790636781600768))

1. **Requirements**

To enable successful delivery, the successful Contractor is expected to:

Submit an Interim Findings Presentation.

Submit a Final Report.

**4.1.**  **Project deliverables**

The report will follow the Natural England guidance and report template to meet accessibility criteria ([Natural England publishing standards for commissioned reports - NECR000](https://publications.naturalengland.org.uk/publication/5790636781600768))

All data provided must comply with Natural England metadata standards and GIS formats as outlined at Annex 1.

* 1. **Data ownership, intellectual property rights and copyright**

All data captured and produced shall be fully owned by and copyrighted to Natural England. This shall include any intellectual property rights that might otherwise impede on Natural England’s usage and data sharing of the outputs. Natural England may share any project outputs with third parties including for the purposes of additional analyses outside the final scope of any contract awarded against this statement of requirements. Any data supplied by Natural England to potential bidders and the successful contractor are for use in this project only and should not be retained once the bidding process (for unsuccessful bidders) or project (for the successful contractor) has been completed. In addition, neither bidders nor the successful contractor must pass such data on to any third parties unless with explicit prior permission from Natural England. The contractor is responsible for ensuring that all products submitted are of a satisfactory standard. The Natural England Nominated Officer may undertake a QA review of all project deliverables, including image analyses, prior to approving subsequent payment for the work.

* 1. **Timescales, milestones, and payment schedule**

The intended timetable for this tender process is:

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| **Activity** | **Date** |
| Issue of Request for Quotation | 17:00 BST Tuesday 18th June 2024 |
| Deadline for submission of clarification questions | 17:00 BST Tuesday 2nd July 2024 |
| Deadline for submission of Quotes | 17:00 BST GMT Friday 5th July 2024 |
| Evaluation of Quotes | By Friday 12th July 2024 |
| Contract Award | Friday 12th July 2024 |

Every effort will be made to adhere to the above timescales. If this is not possible, bidders will be informed of any significant delays to the process as soon as possible.

Once let, the following are the key project milestones:

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| **Milestone** | **Date** |
| Initial meeting | w/c 15th July 2024 |
| Progress updates | Fortnightly |
| Interim findings presentation | September 2024 |
| Draft report | 22nd Nov 2024 |
| Final report | 6th Jan 2025 |

This is the envisaged contract timetable. Bidders should highlight any proposed deviation from this timeline within their bid. Any delays to this timetable during the contract should be immediately discussed with the Project Officer.

Prices will remain fixed for the duration of the contract award period.

Payment of 100% of the total contract value will be made on receipt of a detailed invoice following completion (to the satisfaction of the Natural England Nominated Officer) of all the milestones detailed above, and formal acceptance of the specified outputs.

1. **Other considerations**

In support of this contract, we will provide the successful framework supplier with:

* Project support from dedicated project lead.
* Relevant available data from previous work.
* Opportunity to feedback and discuss progress with the project lead.

**Quotation Submission**

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%

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. The supplier may invoice 50 % after the Interim Findings Presentation and 50 % on completion, or for 100% at completion.

It is anticipated that this contract will be awarded for a period of 6 months to end no later than 06/01/2026. 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

Evaluation criteria

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

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| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Understanding of Natural England’s requirements | 1 Questions  Q1 Please outline your understanding of the requirement based on the specifications provided. (30% of technical score available) |
| Methodology | **1 Question**  **Q2** Please submit an outline for the approaches and methodologies you will use to deliver this contract and meet the requirements listed above**,** giving justification for the methods proposed where they differ from those detailed in the specification. (25% of technical score available) |
| Key personnel | 1 Question  Q3 Please include details of previous work that involved reviewing both grey and peer reviewed literature relevant to marine management (30% of technical score available) |
| Quality Assurance measures | 1 Question  Q4 Please provide details in this section of how the project will be managed, how the project will be quality assured as well as any risks and dependencies that will affect delivery of the project and measures that will be taken to mitigate these (15% of technical score available) |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model | Q4 Please provide a cost breakdown of key tasks indicating milestone deliverables, and preferred payment and invoicing schedule (100% of commercial score available) |

Technical (70%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

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| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

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| E01 - Understanding of Natural England’s requirements | Detailed Evaluation Criteria |
| Q1 Please outline your understanding of the requirement based on the specifications provided.  (30% of technical score available)  Responses should not exceed two sides of A4 with font size 11.  A minimum score of 50 for this question is required to be met. Any score below this will be scored as a Fail.  Please submit a document with the filename “7.2\_mPSS\_Lit\_Review\_RfQ\_EO1\_ Your Company Name | Your response must demonstrate, but is not limited to:   * An understanding of our opportunity definition * A thorough understanding of the aims and objectives * An understanding of natural capital concepts and the alternative terminologies that may be used to describe them * An understanding of the types of marine protected sites within the UK and internationally. |

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| E02 - Methodology | Detailed Evaluation Criteria |
| Q2 Please submit an outline for the approaches and methodologies you will use to deliver this contract and meet the requirements listed above, giving justification for the methods proposed where they differ from those detailed above.  (30% of technical score available)  Responses should not exceed two sides of A4 with font size 11.  A minimum score of 50 for this question is required to be met. Any score below this will be scored as a Fail.  Please submit a document with the filename “7.2\_mPSS\_Lit\_Review\_RfQ\_EO2\_ Your Company Name | To enable this assessment to be made, you must:   * Clearly set out your approach and provide a proposed methodology detailing how it will meet our requirements, with a justification given for approaches and methods which differ to those detailed in the specification. We welcome challenge on the approach and stages outlined in the specification as part of your justifications. * Within the above, clearly outline the formal processes you will follow to conduct the review, ensuring methodological transparency. * Provide a description of tasks and the way in which you will approach them. * Outline how you intend to work with the Natural England project team, including strategies for iterative feedback processes.   Please include a provisional project plan and Gantt chart, including the number of days allocated to each task and details of how the project will meet the key milestones detailed above.  The response should include details about sample frames and inclusion criteria. |

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| E03 - Key personnel | Detailed Evaluation Criteria |
| Q3 Provide details of the project team (including any sub-contractors if appropriate) and the key personnel, with their seniority, who will be involved in delivering the project. (30% of technical score available)  Responses should not exceed four sides of A4 with font size 11.  A minimum score of 50 for this question is required to be met. Any score below this will be scored as a Fail.  Please submit a document with the filename “7.2\_mPSS\_Lit\_Review\_RfQ\_EO3\_ Your Company Name | You should demonstrate the team’s skills and experience in:   * Undertaking literature reviews of both grey and peer-reviewed literature, from within the UK and internationally * Natural Capital thinking * Understanding the types of Marine Protected Areas, within the UK and internationally   Please provide:   * Examples of two literature review projects which meet some or all of these criteria that have been delivered in the last five years. * An organogram showing all the main project roles and the named individual(s) fulfilling them. * A description of each team member, along with details of their relevant skills and experience. * Evidence of ability to maintain staff continuity. * If a consortium of sub-contraction is proposed, please provide a diagram showing organisation roles and responsibilities of each member and how they will be managed to ensure coordinated delivery.   Please include a CV for each member of the team and indicate the number of days each member of the team has allocated on this project.  Responses to this question are restricted to four sides of A4, font size 11. Please upload a document with the filename “E03\_Your Company Name”.  CVs of all key personnel (excepting administrators) can additionally be uploaded in a single, separate document with the filename “E03\_CVs\_Your Company Name” |

|  |  |
| --- | --- |
| E04 - Quality Assurance measures | Detailed Evaluation Criteria |
| Q4 Project Management, Quality Assurance, Risks and Dependencies (10% of technical score available)  Responses should not exceed two sides of A4 with font size 11.  A minimum score of 50 for this question is required to be met. Any score below this will be scored as a Fail.  Please submit a document with the filename “7.2\_mPSS\_Lit\_Review\_RfQ\_EO4\_ Your Company Name | Please provide details in this section of how the project will be managed, how the project will be quality assured as well as any risks and dependencies that will affect delivery of the project and measures that will be taken to mitigate these. In addressing this question your response should cover:  **Project Management**   * Details of the proposed approach to management of the contract, to ensure it is delivered on time and to budget, especially where sub-contracting is involved. * Confirm you have sufficient resource available to deliver the project on time and outline your contingency plans for unexpected absence or changes to key personnel to ensure minimal impact on the project delivery.   **Quality Assurance**   * Description of the Quality Assurance procedures in place to ensure the methodology is robust. * Description of the Quality Assurance procedures in place to ensure the final outputs are robust.   **Risks**   * Include an assessment what you perceive to be the main challenges and risks in delivering NE’s requirements. You should explain how you will mitigate and manage risks you identify.   Responses to this question are restricted to two sides of A4, font size 11. Please upload a document with the filename “E04\_Your Company Name”. |

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/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

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

