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Request for Quotation

##

## Request for Quotation

**Scope**

You are invited to submit a quotation for the requirement described in the specification below.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

Your response should be returned to Ruth Brearley at NatureRecoveryYorksNLincs@naturalengland.org.uk by noon on 11th November 2022

Ensure you state the reference number and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

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

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 4th November 2022 at 12.00 GMT |
| Deadline for clarifications questions | 11th November 2022 at 12:00 GMT |
| Deadline for receipt of Quotation | 18th November 2022 at 12:00 GMT |
| Intended date of Contract Award | W/C 21st Nov 2022 |
| Intended Contract Start Date | W/C 28th Nov 2022 |
| Intended Delivery Date  | 14th Mar 2023 |

### Glossary

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

|  |  |
| --- | --- |
| “Authority” | Means the Department for Environment, Food and Rural Affairs acting as part of Natural England |
| “RFQ” | Means this Request for Quotation and all related documents published by the Authority and made available to suppliers |
| “Contract” | Means the contract to be entered into by the Authority and the successful supplier. |

### Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RTQ may result in the supplier’s exclusion from this procurement.

### Acceptance of Quotations

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

#### Costs

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

#### Mandatory Requirements

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

#### Clarifications

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

#### Amendments

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

#### Conditions of Contract

The terms and conditions attached at Appendix 1 will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

#### Specification

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

**Background to NE**

Natural England is the government’s adviser for the natural environment in England. It is an executive non-departmental public body, sponsored by the Department for Environment, Food and Rural Affairs.

Our purpose is to help conserve, enhance and manage the natural environment for the benefit of present and future generations, thereby contributing to sustainable development.

Our vision is ‘Thriving Nature for people and planet’ which we aim to achieve through our mission ‘Building partnerships for Nature’s recovery’.

Our priorities support our mission and the ambitions of the Government’s [25 Year Environment Plan](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693158/25-year-environment-plan.pdf). NE aims that are relevant to this contract include:

* A well managed Nature Recovery Network (NRN) across land, water and sea, which creates and protects resilient ecosystems rich on wildlife and natural beauty, enjoyed by people and widely benefiting society
* People connected to the natural environment for their own and society’s wellbeing, enjoyment and prosperity
* Nature-based Solutions contributing fully to tackling the climate challenge and wider environmental hazards and threats
* Improvements in the natural capital that drives sustainable economic growth, healthy food systems and prospering communities
* Evidence and expertise being used by a broad range of partnerships, organisations and communities to achieve nature recovery

**Background to the specific NE work area relevant to this purchase**

Within the Conservation of Habitats and Species Regulations 2017 (as amended by The Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019) ('the Habitats Regulations') Natural England has several important statutory duties and responsibilities particularly around the protection of plants, animals and habitats that are rare or vulnerable in a European context.

This strict protection means issues relating to European sites and housing growth must be checked and addressed, until assessment work is able to either rule out likely significant effects or rule out adverse effects on the integrity of the European sites (unless under exceptional circumstances). One of the issues associated with increased housing growth in an area is disturbance to birds and damage to habitats from recreational activities. This is a recognised challenge within National England. Recreational disturbance (such as bird disturbance from dog walking) and related pressures (erosion through trampling, increased fire risks etc.) has been shown to damage the interest features of the designated sites and previous studies (within Britain) have shown that the majority of visitors were shown to live within 10km of the sites and therefore had the greatest ‘in combination’ potential to create impacts.

South Pennine Moors

The conservation designations of the South Pennine Moors reflect both their national and international importance for habitats and species. Currently the South Pennine Moors are designated as a Special Area of Conservation (SAC), Special Protection Area (SPA) and Site of Special Scientific Interest (SSSI). The contract area will include the Peak District Moors (South Pennine Phase 1) SPA, South Pennine Moors Phase 2 SPA, South Pennine Moors SAC and their associated SSSIs (South Pennine Moors SSSI, Dark Peak SSSI, Eastern Peak District Moors SSSI, Leek Moors SSSI, Goyt Valley SSSI).

* These sites are the largest area of unenclosed moorland within West Yorkshire and contains the most diverse and extensive examples of upland plant communities in the county.
* Three habitat types which occur on the sites are rare enough within Europe to be listed on Annex 1 of the EC habitats and Species Directive (92/43) EEC.
* This mosaic of habitats supports a moorland breeding bird assemblage which, because of the range of species and number of breeding birds it contains, is of regional, national, and international importance.

At present, the condition of the habitat and species featured within the South Pennine Moors SSSI are classed as being in unfavourable – recovering condition, with less than 14% assessed as being in favourable condition. Natural England is working to improve the condition of the habitat and species features towards favourable condition in accordance with the 25 Year Environment Plan targets. There are several causes of unfavourable condition which can be linked directly through habitat management, or indirectly from external pressures on the site such as recreational disturbance or poor air quality. This contract will focus on the recreational disturbance pressure on the designated habitat and species features of the site.

To manage recreational disturbance Bradford City Council have produced the South Pennine Moors SPA/SAC Planning Framework SPD ([Link to SPD](https://www.bradford.gov.uk/Documents/South%20Pennine%20Moors%20SPD/South%20Pennine%20Moors%20SPA%20SAC%20Planning%20Framework%20SPD%20%28Adopted%20January%202022%29.pdf)) to provide guidance and information to enable planning officers and developers to understand the necessary steps that need to be taken to ensure compliance with the Conservation of Habitats and Species Regulations 2017.

There are suggestions that recreational disturbance may be impacting other locations in the wider South Pennines area. Cross boundary working at this scale can make it difficult for Natural England area teams to identify impacted locations.

**Outline work of team within NE seeking the goods or services**

This piece of work is being delivered by the Yorkshire and Northern Lincolnshire Natural England Area team in conjunction with the East Midlands and Cheshire to Lancashire Area Teams and the Strategy and Government Advice national team.

The Natural England Area Teams deliver most of our local and regional operations for all four of the major programmes (Resilient Landscapes and Seas, Connecting People with Nature, Greener Farming and Fisheries and Sustainable Development). This project also contributes towards our priority shifts:

* To drive the Nature Recovery Network
* To develop strategic plans for places.
* To tackle barriers to nature.
* To be evidence and evaluation led.

This project sits within the Nature Recovery Network work area, operating on the basis of shared information, learning and collective problem solving. Locally based senior advisers are the chief conduit between the national Nature Recovery Network team and the area teams. They work to drive delivery of the Nature Recovery Network, support Local Nature Recovery Strategy roll out, develop partnerships and offer support and advice.

NE is an evidence-led and science-led organisation. We need the best available evidence to understand the impact of our interventions on the natural environment and to be able to report on and describe the state of and trends in the natural environment. Across the organisation, our role is to mobilise evidence from our own sources and from others, present it in a compelling and accessible ways, and make it available to shape our own decisions and those of partners, communities, businesses, and individuals across the country.

**Project purpose**

The purpose of this project is to look at the likelihood that housing growth will cause recreational disturbance impacts within the South Pennine Moors area primarily using existing data (a desk-based study) and consider what further actions are required based upon the study.

**Project description**

The area covered includes the Peak District Moors (South Pennine Phase 1) SPA, South Pennine Moors Phase 2 SPA, South Pennine Moors SAC and associated SSSIs.

The project will need to collate existing data and information (legislative, ecological, and housing) which will then need to be analysed to determine likely impacts or uncertainties from recreation disturbance arising from housing growth.

If the study determines that housing growth is likely to contribute to significant recreational disturbance impacts on the South Pennine Moors, then the project will consider both the scale of impact and the required next steps. We would expect that this project will help determine the scale of any likely impacts (i.e. are they in specific localities, local planning authorities or across the whole landscape). Should the need for further information, evidence or data be required, the project will make recommendations about important locations to consider and detail next steps for this project consistent with the location and landscape. If sufficient evidence is available to determine the scale and extent of the impact, the project should outline mitigation proposals.

Data is likely to originate from a variety of organisations and systems, including local planning authorities, local record centres, GIS datasets and expert opinion, among others.

Examples of known approaches (such as the Bradford SPD) that have already been developed locally will be shared with the successful contractor.

Ideally this project would be developed into a collaborative project, working with external stakeholders, including local planning authorities, local record centres and other organisations expert knowledge.

**Project outcome:**

The successful contractor will be invited to provide a final written report which includes:

* Context and a summary of current environmental and planning legislation which currently affects the Peak District Moors (South Pennine Phase 1) SPA, South Pennine Moors Phase 2 SPA, South Pennine Moors SAC and associated SSSIs;
* Initial GIS mapping of the area to identify access points, parking, and other relevant infrastructure within the South Pennines. Any newly created GIS data should be provided alongside the report;
* Collation housing growth and local plan data across any relevant local authorities;
* Collation of ecological data for key species, habitats and condition where relevant to the analysis (below);
* An analysis of the data and information to determine the scale, likely significant impacts, the scope (i.e. which Local Planning Authorities/areas) and uncertainties arising from recreational disturbance due to housing growth;
* Determine the next steps with sufficient detail e.g. need for further evidence with a recommendation for survey methodology and locations.

The successful contractor should anticipate presenting their findings to the project steering group and other interested parties.

Successful quotes will be expected to be in the region of £20k or less (including taxes).

Suppliers must explain what data collection and analyses they will carry out and how that will deliver the required outputs within the specified timeframe and to budget. Tenders will be evaluated for value and cost effectiveness.

The contract will start the week beginning 28th November 2022 and will end on 27th March 2023.

This project will build on current thinking, more information on relevant projects will be shared with the successful contractor.

**Outputs and contract management**

**Supporting documentation**

Please supply:

* An outline methodology for how you propose to undergo this piece of work, to include any issues and risks you foresee of being able to provide the project requirements.
* H&S policy
* Environmental policy
* Public liability insurance
* Professional indemnity insurance
* CV’s for the project team
* Evidence of relevant experience within the project team

**Sustainability**

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting to a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which they have been awarded or are working towards.

Please therefore, provide details of your policies/procedures with regard to the delivery of this project.

**Pricing schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Daily rate exc VAT | Number of days | Total Exc VAT |
| 1 | Context and a summary of current environmental and planning legislation which currently affects the Peak District Moors (South Pennine Phase 1) SPA, South Pennine Moors Phase 2 SPA, South Pennine Moors SAC and associated SSSIs |  |  |  |
| 2 | Initial GIS mapping of the area to identify access points, parking and other relevant infrastructure within the South Pennines. Any newly created GIS data should be provided alongside the report |  |  |  |
| 3 | Collation housing growth and local plan data across any relevant local authorities |  |  |  |
| 4 | Collation of ecological data for key species, habitats and condition where relevant to the analysis (below) |  |  |  |
| 5 | An analysis of the data and information to determine the scale, likely significant impacts, the scope (i.e. which Local Planning Authorities/areas) and uncertainties arising from recreational disturbance due to housing growth |  |  |  |
| 6 | Determine the next steps with sufficient detail e.g. need for further evidence with a recommendation for survey methodology and locations.  |  |  |  |
| 7 Total excl VAT |  |  |  |  |

**Quote/Tender and contract timescales**

|  |  |
| --- | --- |
| Invitation to tender issue | 4th November 2022 |
| ITT’s return deadline | 18th November 2022 noon |
| Evaluation | w/c 21st November 2022 |
| Contract award & decline | w/c 21st November 2022 |
| Contract start  | w/c 28th November 2022 |
| Inception meeting  | W/C 7th December 2022 |
| Draft report due to project officer in digital format via email | W/C 6th March 2023  |
| Final report due to project officer | 14th March 2023 |
| Wash up meeting | W/C 20st March 2023 |
| Contract completion  | 27th March 2023 |

Regular teleconferences, frequency to be agreed likely to be approximately four weekly.

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

The final report should be delivered in standard word format. Any GIS digital information presented should be compatible with ESRI ArcGIS.

The invoice for the work will be submitted after all the work has been completed.

**Key contacts:**

Project officer: Liam O'Reilly

Support officers: Ruth Brearley

It is anticipated that this contract will end no later than 27/03/23. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

**Prices**

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

**Quotation Submission**

The bid will be evaluated based on price, and against the following criteria:

* A demonstration, in your own words, that you have clearly understood the requirements of this piece of work
* A demonstration of relevant experience of the project team personnel which demonstrates recent experience of carrying out similar pieces of work; and
* An outline of the method of how you propose to deliver this piece of work, including a justification for the methods proposed, a provisional project plan, and a short assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated. You should include an indication of the input required form Natural England.

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

Price – 50%

Quality – 50%

The quality criteria are weighted in accordance with the importance and relevance

attached to each one, as shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | Maximum available score | Weighting | **Maximum length** |
| **Project team experience** | 100 | 35% | 800 words excluding CVs |
| **Methodology** | 100 |  50% | 800 words |
| **Understanding of NEs requirements** | 100 | 15% | 500 words |

|  |  |
| --- | --- |
| **Score** | **Justification** |
| For a score of hundred (100):   | Excellent - Response is completely relevant and excellent overall.  The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| For a score of seventy (70):   | Good - Response is relevant and good.  The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.  |
| For a score of fifty (50):   | Acceptable - Response is relevant and acceptable.  The response provides sufficient evidence to fulfil basic requirements. |
| For a score of twenty (20):   | Poor - Response is partially relevant and/or poor.  The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| For a score of zero (0):   | Unacceptable - Nil or inadequate response.  Fails to demonstrate an ability to meet the requirement. |

**Contract Management**

This contract shall be managed on behalf of the Authority by Liam O'Reilly

### Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

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

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

### Disclaimers

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

The Authority does not:

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

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

**Protection of Personal Data**

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

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

**General Data Protection Regulations 2018**

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

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

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

**Annex 1 Standard terms and conditions**

