

www.gov.uk/naturalengland

Request for Quotation

##

## Guidance Notes

1. This document should only be used on for low value procurements below £25k and where the risk of the procurement / contract is anticipated to be low.
2. Throughout this document there is text marked in red which indicates that some form of action is required from the person completing this document.
3. There are in the margins additional guidance points marked as “DESK INSTRUCTIONS” these will either provide further specific guidance on that part of the document, or indicate where choices have to be made.

Please Note: All comment boxes must be removed prior to issue, this can be done by “right clicking” on your mouse and choosing the option “Delete Comment”.

## Request for Quotation

**Farmland Deer Impact Survey covering a minimum of 2,000 acres over five specified locations within West Sussex**

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

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

Your response should be returned to the following email address by: May 15th 2023

Email: robert.hall@naturalengland.org.uk

Date: 15/05/2023

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**

Robert Hall 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 | 25/04/2023 at [hh:mm BST / GMT] |
| Deadline for clarifications questions | 04/05/2023 at 17:00 GMT |
| Deadline for receipt of Quotation | 15/05/2023 at 17:00 GMT |
| Intended date of Contract Award | 22/05/2023 |
| Intended Contract Start Date | 01/06/2023 |
| Intended Delivery Date / Contract Duration  | Six months |
| Intended delivery date of report | By 31/12/2023 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### 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

Please refer to link below for the terms and conditions - Condensed Terms and Conditions - https://www.gov.uk/government/organisations/natural-england/about/procurement

These 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/)

1. Background

Natural England is commissioning this contract to develop a methodology for monitoring damage caused by deer to a variety of environments found on farmland which can be replicated by others. The methodology will then be submitted to Natural England for any comments and approval before use. The contractor will then be expected carry out at least two surveys during the summer and autumn 2023 using the approved methodology on a minimum of 2,000 acres covering five specified farmland sites within West Sussex

1. Aim

To establish and quantify any ecological or financial damage caused by deer to the following environments commonly found on farmland: arable crops, grazing land, hedgerows, stewardship options and game cover. At the end of the survey period the contractor will produce a report detailing the results of the surveys and submit this to Natural England

1. Methodology

Please note that the contractor will be expected to have extensive and demonstrable knowledge of agricultural environments and practices, stewardship schemes and liaising with farmers within the Pilot area.

Year 1 (2023)

* 1. Select the most appropriate farms to survey
	2. Prepare a questionnaire for each landowner to provide context for each farm
	3. Liaise with landowners and staff to clarify questionnaire
	4. Survey the selected area of each farm during the summer to assess arable crops, grassland, margins and hedges
	5. Survey the selected area of each farm during the autumn to assess cover crops, game cover and woodland
	6. For each specified area surveyed any evidence of damage, severity of damage and presence/absence must be recorded
	7. A minimum area of 400 acres on each of the five farms must be surveyed
	8. Identify locations within the farms which are suitable for installing exclosures (costs of installation to be met by Natural England).
	9. Measure crop/sward heights and abundance of species within the exclosures and paired control plots
	10. Produce a report of first year findings

It is anticipated that this contract will be awarded for a period of 6 months to end no later than 31/12/2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work until 31/12/2024. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

[

**Prices**

1. Prices must be submitted in £ sterling, inclusive of VAT.
2. Please price against the work described in this specification and annexes and complete the pricing template in Annex 5
3. The tenderer should demonstrate how they will cover the survey area and how the visits will be organised in terms of personnel and timescales.
4. Day rates and numbers of days for key staff should be provided. Costs should be broken down to show the time allocated to each part of the project. Please itemise other costs including material / equipment costs. Please detail any assumptions made when pricing for any aspects of this tender

Suppliers should email invoices to APinvoices-NEG-U@gov.sscl.com or post them to:

Shared Services Connected Limited
Natural England
PO Box 793
Newport
NP10 8FZ

Please ensure that the Purchase Order number is included on the invoice

**Quotation Submission**

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

Price – 50%

Quality – 50%

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

attached to each one. [quality criteria below used for illustrative purposes – enter your own evaluation criteria in the table]

|  |  |  |
| --- | --- | --- |
| Criteria | weighting | To include: |
| **Staff** | 60 | To include:* An understanding of the aims of the Surveys in relation to the Sussex Woods Pilot scheme
* Experience of assessing the condition of various agricultural environments as specified in the ‘Aims’ above
* Knowledge of the farmed environment within the Pilot Area
* Evidence of successfully working with ‘farm cluster’ groups and on Countryside Stewardship schemes
 |
| **Methodology** |  35 | * Please submit outline method of how you propose to deliver the services having read the requirements listed above.
 |
| **H&S** | 5 | To include:* Please detail how you will manage any H&S risks.
 |

|  |  |
| --- | --- |
| **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:

Robert Hall

Senior Adviser: Protected Site Strategies Pilot Co-ordinator

Tel: 078106 93537

Email: robert.hall@naturalengland.org.uk

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

Suppliers will be required to invoice after each contract milestone. An invoice schedule will be agreed after the contract is awarded

Fortnightly updates during the first month then monthly updates thereafter, an e-mail summary of work progress should be sent to the project officer monthly.

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

An invoice schedule will be agreed after the contract is awarded.

### 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.