

Request for Quotation

[www.gov.uk/naturalengland](http://www.gov.uk/naturalengland)

Survey of invertebrate saltmarsh assemblage within Humber Estuary Site of Special Scientific Interest

February 2024

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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: morwenna.christian@naturalengland.org.uk

Date: 22 March 2024

Time: 12:00

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

Morwenna Christian 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 | 28- February-2024 at 09:00 GMT |
| Deadline for clarifications questions | 10-March-2024 at 09:00 GMT |
| Deadline for receipt of Quotation | 22-March-2024 at 12:00 GMT |
| Intended date of Contract Award | Week beginning 8 April-2024 |
| Intended Contract Start Date | 15-April-2024 |
| Intended Delivery Date / Contract Duration | 15 March 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)

[Natural England terms and conditions for goods and services - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services)

and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

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

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

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

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

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

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

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

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

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

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

General Data Protection Regulations 2018

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

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

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

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

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

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

Background to Natural England

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: https://www.gov.uk/government/organisations/natural-england.

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

Summary

The Humber Estuary Site of Special Scientific Interest (SSSI) is notified for its outstanding invertebrate assemblages (amongst many other features).  The current condition of these is not well known. There are invertebrate records from the time of SSSI notification, but invertebrate surveys in line with Common Standards Monitoring have not been undertaken previously on the Humber Estuary.

Natural England is commissioning this survey to determine the condition of the saltmarsh invertebrate assemblage.   The surveys will focus on saltmarsh and associated habitats at 4 locations within the Humber Estuary:

Welwick Saltmarsh (East Yorkshire),

Tetney Marshes (Lincolnshire),

Grainthorpe Haven (Lincolnshire),

Saltfleet (Lincolnshire).

There will be 4 sampling sites at each location.

The principal taxa are Coleoptera and Diptera.

4 visits will be made between early May and end of September 2024. The visits should be spread throughout the field season, with at least 4 weeks between visits.

There may be sensitive areas for breeding birds, including Schedule 1 species, and instructions from site managers must be followed to avoid disturbance.

This is difficult terrain, within the inter-tidal zone, and the timing of visits will be constrained by time times. Site based risk assessments must be followed.

Aims

Undertake invertebrate surveys to assess the current state of the invertebrate saltmarsh assemblage, using a combination of free-ranging searches and standardised survey methods.

To characterise the invertebrate assemblages and assess their quality and condition, using Pantheon, a database tool developed by Natural England and the Centre for Ecology & Hydrology.

To record brief habitat data to aid understanding of the habitat requirements of the assemblages.

To provide habitat management recommendations for the invertebrate assemblages.

To provide a baseline for future Common Standards Monitoring.

The results will allow Natural England to undertake a [Common Standards Monitoring (CSM](https://data.jncc.gov.uk/data/80873e1e-63eb-44a0-925c-b5edec5fa3fd/CSM-TerrestrialFreshwaterInvertebrates-2008.pdf#:~:text=The%20guidance%20given%20here%20deals%20with%20common%20standards,interest%20features%2C%20attributes%2C%20targets%20and%20methods%20of%20assessment.)) assessment of the condition of invertebrate assemblages at the site and help with advising on future management to conserve the species.

Description of the invertebrate interest

The invertebrate interest is described on the SSSI citation as follows:

‘Assemblages of terrestrial and aquatic invertebrates are well represented across the Humber Estuary and its hinterlands. These include many scarce and threatened species across a range of taxa, especially the Coleoptera and Lepidoptera. For example, the sand dunes at Spurn support the ground beetle Amara lucida, the white colon moth Sideridis albicolon and the shore wainscot moth Mythimna litoralis. Saltmarshes such as those at Welwick provide foraging grounds for the solitary bee Colletes halophilus, which is closely associated with the flowers of sea aster Aster tripolium. Sea aster is also the larval food plant for the starwort moth Cucullia asteris. Further upstream, brackish and freshwater reedbeds support the reed-beetle Donacia clavipes and the silky wainscot moth Chilodes maritimus, both of which are associated with common reed. Areas of willow Salix spp. scrub within reedbeds are also important and are the larval food plant of the cream-bordered green-pea moth Earias clorana. Fully aquatic species include the water beetles Agabus conspersus and Helophorus fulgidicollis.’

Specific Assemblage Types

The Specific Assemblage Type is M311 Saltmarsh and Transitional Brackish Marsh

<https://pantheon.brc.ac.uk/lexicon/saltmarsh-transitional-brackish-marsh>

The list of 75 key species (mostly beetles and moths) that formed the baseline for the SSSI notification in 2004 has been input into Pantheon. The highest scoring species plus others mentioned on the SSSI citation, which are relevant to saltmarsh, are listed in Appendix 1.

The principal taxa are Coleoptera and Diptera. Approximate contributions to the assemblage are:

Coleoptera (40%), Diptera (40%), Aquatic Heteroptera (10%), Homoptera (5%), Lepidoptera/Spiders/ Mollusca (<10%)

Methods

The following assemblage specific methods must be used:

Make 4 survey visits between early May and end of September. The visits should be spread through the field season and be at least 4 weeks apart unless a sudden change in weather warrants visits closer together. Precise timings to be decided by contractor.

Survey methods to consist of pond netting of pools on the salt marsh, ground searching for beetles and sweeping for other groups, especially of Sea Aster in its autumn flowering time.

Passive trapping methods (pitfall traps and water traps) are to be used if feasible in the upper saltmarsh.

Pitfall traps: place at least one set of pitfall traps (usually a 3 x 3 grid) in the target habitat, or a line of 9 across a habitat transition. Pitfall traps must be set on 2 occasions: during the early season and during the late season. They should be in place for 6 or 7 nights. Traps should include a protective cover to prevent small mammals from entering them. A record must be kept of the precise locations of the traps, their size and design and the preservative used. Setting and collecting of these traps should not count as survey visits (unless field survey work is carried out on that day).

Do not include moth trapping or malaise trapping. Do not include power/suction sampling (because of noise disturbance).

The standard sampling protocol describes a number of “capture events”, so might consist of a timed sweeping set and a hand searching set. The time period protocol for sweeping should be doubled from that given in Drake et al. 2007 with appropriate adjustments of sampling periods to ensure better ground coverage. This would give a 20-minute sweeping window, sub-divided into 5 equal periods of 4 minutes. This 20-minute capture event is then repeated 3 more times to give the standard 4 samples. A timer should be used to define the end the sweeping periods. A record must be kept of the methods used at each location.

Samples should be kept separate from each other, being clearly labelled with SSSI name, sub-site name/ unit number, sample collection date, habitat zone the sample was taken from, and the collector’s name.

Care must be taken that fieldwork is conducted in a safe manner.

Note presence of any non-native species, especially Chinese Mitten Crabs.

Generic methodology

The follow generic methods are to be used in all surveys in conjunction with the assemblage specific methods above.

A minimum of 4 sampling points will be required at each site. Contractors are to use their own professional opinion to determine the total number of samples and exact location of sampling locations that represent and capture variation across the site.  All zones of saltmarsh and pools must be covered by the sampling locations.

If the contractor believes a visit has resulted in sub-optimal data collection (e.g. due to poor weather conditions) one further visit can be undertaken per site survey. Please ensure a quotation is provided for this.

Any sampling locations that were not fully visited because of time constraints, weather problems, access issues etc must be noted, and Natural England must be informed as soon as possible.

If possible, please identify the National Vegetation Classification (NVC) type (JNCC, 2020) for the location of each sample, based on the dominant species present. We do not require a botanical species list. Please advise in your tender submission if this is not possible.

Each visit should be completed in the daytime.

Photographs must be taken of each sampling point.

All sampling points must be clearly mapped.

All sampling points must have a brief written description of them to describe how the sampling point relates to the habitat requirement of the assemblage being assessed.

Record as much information as possible including the location of important or rare species and the locations of all sampling points.

Map the approximate locations, with estimated size, of all areas of the SSSI that contain suitable habitat for each of the surveyed assemblages. Please also comment on the habitat quality.

Record the date, start and finish times, observer name and weather conditions for each survey visit.

No visits in windy conditions (Beaufort scale greater than 5), poor visibility or if the site is subject to unusually high levels of disturbance. Visits are to be ideally taken on warm, sunny days to increase the chance of invertebrate activity.

General notes on the site should also be made and photographs should be taken.

Please ensure the site unit is noted when commenting on management/making recommendations. Whilst Natural England are following the method of Whole Feature Assessment, unit-based feedback enables us to provide detailed feedback to landowners.

Additional site considerations

Care must be taken to avoid disturbing Schedule 1 breeding birds, and guidance from the site manager must be followed regarding any ‘no go’ areas.

To minimise disturbance to birds on the saltmarsh, surveyors must keep close together, with a maximum of 2 people working in each unit each day, unless agreed otherwise with the site manager.

Tide timetables must be consulted in advance to ensure safe working. Advice from site managers must be sought for safe working times. For example, at Tetney Marshes the advice is that saltmarsh must only entered on a falling tide and left 5 hrs before high tide.

Site based risk assessments for survey workers will be provided by the site managers where available.

Location

Sampling is to take place across 4 sites in the Humber Estuary SSSI (see location maps in Appendix 3). These are representative of the best examples of species-rich saltmarsh within the SSSI.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sites | Central grid reference | Managed by | SSSI unit numbers | Area of unit | Number of sampling locations at each site |
| Welwick saltmarsh | TA3357618853 | Yorkshire Wildlife Trust | 154 | 51ha | 4 |
| Tetney Marsh | TA3530004510 | RSPB | 169 | 535ha | 4 |
| Grainthorpe Haven | TA3943201300 |  | 168 | 867ha | 4 |
| Saltfleet | TF4583994583 | Lincolnshire Wildlife Trust | 166 | 869ha | 4 |

At least 4 sampling locations must be selected at each site.

Outputs

Survey Data will be entered into Pantheon (<https://www.brc.ac.uk/pantheon/>) and the assemblage scores gained reported on. Sample data should be input at the highest resolution, but combined, where necessary to arrive at assemblage summaries for the key sampling locations.  The survey results must, as a minimum, confirm (or otherwise) that the habitat-associated assemblages meet or exceed their threshold scores for Common Standards Monitoring.

A written survey report (word and pdf) will include:

Introduction, including summary of site details and a simple site map.

The Specific Assemblage Types (SATs) / Broad Assemblage Types (BATs) sampled.

Method(s) used.

Time spent and date.

Results:

Species listing (all species including those in the assemblages and others recorded) in an Excel spreadsheet, annotated with any relevant information included in the Pantheon output, e.g. conservation status.  (A template will be provided upon award of contract to input excel data. Please see an example in Appendix 2.)

Grid refs and maps for each sampling area.

Brief summary of species of conservation value, with a map of key areas;

Tabulated Pantheon scores for assemblages found (including non-target ones), including BAT data.

NVC type (if known to the contractor), or Phase I habitat type.

Habitat information, including size and quality, with clear and concise recommendations for management to benefit the assemblage/s, including site unit data.

The assessor’s professional opinion of the site for the assemblages (both target and non-target ones), e.g. structure of the site, any negative indicators and a view on site condition.

The assessor’s professional opinion on any potential climate change impacts on the species/assemblage (see section 4.5)

Digital photographs should be included, either embedded within the report or as an appendix (if many photos are used, leading to large file sizes, e.g., >20Mb, consider placing the photos in an appendix, as a separate file).

References

Please note, all species records will also need to be input in to iRecord using the Natural England Surveys activity. <https://irecord.org.uk/>

Maps    
Please provide maps showing the location of each target assemblages corresponding habitat.

Provide separate x:y grid references in an excel spreadsheet and provide locations in a GIS file compatible with ArcMap.

Provide maps showing the location of any survey areas in the report and in a GIS file compatible with ArcMap.

A copy of maps should be provided in jpg or pdf format and as GIS layers, in or compatible with ESRI ArcGIS format. Information and guidance on requesting baseline digital geographical data from Natural England can be found on our website at  [Geographical Information for contractors and partners.](http://www.naturalengland.org.uk/publications/data/giforcontractorspartners.aspx)

Access to land      
Natural England will initially obtain landowner/manager permission in advance of the surveys.  Land manager contact details will be provided at the start of the contract by Natural England. The contractor will then liaise directly with landowners and occupiers to arrange specific dates and times for access. Permissions must be obtained at least 48 hours prior to monitoring. Any refusals or other issues should be notified to the Natural England project officer within 3 working days.

References

JNCC (2008) Common Standards Monitoring Guidance for Terrestrial and Freshwater Invertebrates. <https://hub.jncc.gov.uk/assets/80873e1e-63eb-44a0-925c-b5edec5fa3fd>

C.M. Drake, D.A. Lott, K.N.A. Alexander & J. Webb (2007) Surveying terrestrial and freshwater invertebrates for conservation evaluation. Natural England Research Report NERR005. ISSN 1754-1956. <http://publications.naturalengland.org.uk/publication/36002>

Handbook for Phase I habitat survey <https://hub.jncc.gov.uk/assets/9578d07b-e018-4c66-9c1b-47110f14df2a>

Webb, J., Heaver, D., Lott, D., Dean, H.J., van Breda, J., Curson, J., Harvey, M.C., Gurney, M., Roy, D.B., van Breda, A., Drake, M., Alexander, K.N.A. and Foster, G. (2018). Pantheon - database version 3.7.6 <https://pantheon.brc.ac.uk/>

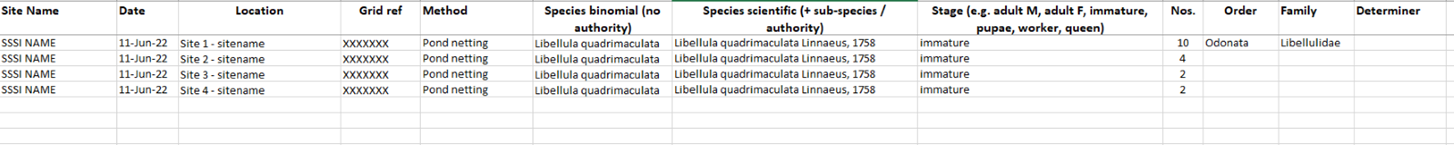
Humber Estuary SSSI citation

<https://designatedsites.naturalengland.org.uk/PDFsForWeb/Citation/2000480.pdf>

Appendix 1  Highest scoring species plus others mentioned on the SSSI citation, which may be relevant to the saltmarsh assemblage:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Latin name | English name | Type | Status | Notes (mainly from Pantheon. Also www.ukmoths.org.uk) | Habitat (Pantheon) |
| Pogonus luridipennis | yellow pogonus | Beetle | S.41, NR | Found in sandy saltmarshes, under tidal litter and seaweed. | Saltmarsh |
| Colletes halophilus | sea aster bee | Solitary bee | S.41 | On citation. Associated with stands of sea aster which are the main pollen and nectar source. Found in a number of locations on North bank including at Spurn Peninsula and Welwick saltmarsh. | Brackish pools and ditches, saltmarsh |
| Amara infima |  | Beetle | NR, NT | Found in short swards/bare sand. | Short sward and bare ground |
| Macroplea mutica |  | Beetle | EN, NR | An aquatic leaf beetle found in brackish pools and ditches, and saltmarsh. Associated with pondweed Potamogeton, and tassel weed Ruppia | Brackish pools and ditches, saltmarsh |
| Orthoperus brunnipes |  | Beetle | RDB3 | No info on Pantheon. | - |
| Nyctegretis lineana |  | Micro-moth | RDB3 | Shingle beaches and coastal sandhills. The larvae feed on restharrow (Ononis spp.) and sometimes clover (Trifolium spp.), living in silken tubes beneath the food plant. | Open |
| Sphaerophoria loewi |  | Hoverfly | NR, NT | Saltmarsh and tidally inundated reedbeds. | Saltmarsh |
| Cucullia asteris | starwort moth | Moth | - | On citation. On the wing June to August. Larvae feed on the flowers of sea aster (Aster tripolium) and goldenrod (Solidago virgaurea). | Saltmarsh |
| Agabus conspersus |  | Water beetle | NS | On citation. | Brackish pools and ditches, saline lagoon, saltmarsh |
| Helophorus fulgidicollis |  | Water beetle | NS | On citation. | Brackish pools and ditches, saltmarsh |
| Aphodius plagiatus |  | Beetle | NS | Associated with tidal litter. | Sandy beach |

Appendix 2 – Example of data outputs



Appendix 3 Location maps

A map of a city

Description automatically generated

A map of a town

Description automatically generated

A map of tetiany marshes

Description automatically generated

A map of a beach

Description automatically generated

A map of a city

Description automatically generated

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 invoice should be sent after all the work has been completed.

It is anticipated that this contract will be awarded for a period of 12 months to end no later than 15 March 2025. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

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

Technical – 70%

Commercial – 30%

Evaluation criteria

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

The table below provides an overview of the overall evaluation breakdown.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Approach and Methodology | 1 Question  Q1 (30% of technical score available) |
| Capacity, Capability and Expertise | 2 Questions  Q2.1 (15% of technical score available)  Q2.2 (15% of technical score available) |
| Project Management | 2 Questions  Q3.1 (10% of technical score available)  Q3.2 (10% of technical score available) |
| Health and Safety | 1 Question  Q4 (10% of technical score available) |
|  |  |  | Sustainability and social value | 1 Question  Q5 (10% of technical score available) |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model | (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:

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

|  |  |
| --- | --- |
| Approach and Methodology | Detailed Evaluation Criteria |
| Q1.1 Please confirm your understanding of the methodology and ability to deliver according to this specification. | Your response should:  Demonstrate a clear understanding of the nature of the requirements.  Provide examples of previous contracts for undertaking invertebrate surveys for site evaluations and Site Condition Monitoring on SSSI sites. |

|  |  |
| --- | --- |
| Capacity, Capability and Expertise | Detailed Evaluation Criteria |
| Q2.1 Please provide the relevant qualifications and experience of the key (named) personnel who will deliver the requirements of this project. | Your response should demonstrate your team has:  Qualifications, technical merit and experience to deliver the specification, evidenced by e.g. CVs, previous invertebrate survey / contracts, technical qualifications.  Particular reference should be made to experience of undertaking invertebrate surveys of saltmarsh, and identification of the key groups Coleoptera and Diptera. |
| Q2.2 Please confirm your capacity for delivering the specification within the required timescales. | Your response should demonstrate your team has the capability for undertaking the project, with a proposed outline schedule or timetable of works.  Referring to the tasks/activities outlined, your response should demonstrate:  Sufficient time allowed for each stage and task, in particular confirming that the survey visits can spread throughout the season as specified.  Staff with appropriate level of experience and knowledge involved in each stage and task. |

|  |  |
| --- | --- |
| Project Management | Detailed Evaluation Criteria |
| Q3.1 How do you intend to manage the project to identify risks and ensure that project tasks are achieved within the timescales, to a high standard, and to budget? | Your response should indicate:  How the project will be managed, by whom, and what measures will ensure successful delivery.  Details of organisational and project management skills to deliver all aspects of the requirement in full. This must include an assessment of the risks to project delivery and mitigation (including contingency in the event of delays).  Confirmation you are able to meet the required deadlines.  Risks to project delivery and how you would mitigate these. |
| Q3.2 How do you intend to quality assure work undertaken as part of this project? | Your response should demonstrate:  Your quality assurance processes and measures.  Outline what experience you have in relation to quality assurance for similar projects. |

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| --- | --- |
| Health and Safety | Detailed Evaluation Criteria |
| Q4.1 Provide a short assessment of potential health and safety risks associated with the project and how you would mitigate these. | Your response should:  Identify and describe how you will manage any health and safety issues associated with this project. Please provide examples of the following documents as evidence of your risk management, health and safety and environmental policies and procedures:  • A field survey risk assessment  • Lone working practices  • Health and Safety policies / certificate |

|  |  |
| --- | --- |
| Sustainability and Social Value | Detailed Evaluation Criteria |
| Q5.1 Provide evidence that you pursue sustainability in your operations and show how these apply to this project. | Your response should:  Describe your approach to sustainability and how this will be managed and adopted throughout the project.  Provide a copy of your environmental policy and any environmental accreditation schemes, which you have been awarded or are working towards.  Provide information on travelling distances of personnel undertaking survey work. (Local suppliers will score more highly). |

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