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**Request for Quotation**

**Invertebrate Assemblage Survey of Teesmouth and Cleveland Coast SSSI**

**12/04/2024**

**Request for Quotation**

**Invertebrate Assemblage Survey of Teesmouth and Cleveland Coast SSSI**

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:[**anna.docherty@naturalengland.org.uk**](mailto:anna.docherty@naturalengland.org.uk)**,** [**amelia.welch@naturalengland.org.uk**](mailto:amelia.welch@naturalengland.org.uk)

Date: 29/04/24

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**

Amelia Welchwill 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 | 12/04/2024 |
| Deadline for clarifications questions | 18/04/24 at 17:00 |
| Deadline for receipt of Quotation | 22/04/24 at 17:00 |
| Intended date of Contract Award | 29/04/24 |
| Intended Contract Start Date | 02/05/24 |
| Intended Delivery Date / Contract Duration | 2/05/24 to 01/12/24 |

**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 Goods and Services Terms and Conditions** 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, inclusive 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**

**Specification**

The Authority is Natural England, the government’s adviser for the natural environment in England. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

1. **Background**

As part of the governments [25 year environment plan](https://www.gov.uk/government/publications/25-year-environment-plan), and more recently the [environmental improvement plan](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1133077/environmental-improvement-plan-2023.pdf), all Sites of Special Scientific Interest (SSSI’s) must have an up to date condition assessment by 2028. These surveys are part of the project working towards achieving this goal.

The Teesmouth and Cleveland Coast SSSI is an extensive mosaic of coastal and freshwater habitats centred on the Tees Estuary. These include sand dunes, saltmarshes, mudflats, rocky and sandy shores, saline lagoons, grazing marshes, reedbeds and freshwater wetlands. The site stretches from Crimdon Dene Mouth in the north, to Marske in the south, inland to Billingham and upstream to the Tees Barrage. The Tees is one of the most heavily modified estuaries in the country and has lost the majority of its former intertidal habitat to land claim. The semi-natural habitats that remain are nestled amongst significant industrial development, including one of the United Kingom’s busiest container ports and a large proportion of its chemical processing industry, and are surrounded by urban settlement.

The extensive complex of sand dunes within the site supports a nationally important invertebrate assemblage, including at least 14 threatened species. The assemblage is diverse and makes use of a wide range of niches, with a strong dependency on open but consolidated sand exposures within which to nest and hunt, as well as on flower-rich swards for nectar and pollen gathering. The assemblage does not include a high number of rarities but is a good example of its type in the north of its range. As such, species such as the tephritid fly *Acanthiophilus helianthi*, whose larvae feed within the capitula of carline thistle, occur towards the northern edge of their British range. The grayling butterfly *Hipparchia semele* is found here and remains a scarce species on this north-eastern coastal strip

The size and location of the site is shown in Annex 1.

1. **Aim**

The aim of this contract is:

* Undertake an invertebrate survey to assess the current state of the invertebrate assemblages using a combination of free-ranging searches and standardised survey methods.
* Determination of the area and quality of the core habitats.
* Undertake proxy assemblage monitoring assessments of each sample point (please see section 3.4 for further information).
* Provide a habitat description and its condition, suggesting where current management is working and where it is not, why might that be.

The results will allow Natural England to undertake a Common Standards Monitoring (CSM). (JNCC, 2008) assessment of the condition of invertebrate assemblages at the site and help with advising on future management to conserve the species.

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1. **Survey Methods**

**3.1. Field Work and Detailed Methodology**

**Invert. Assemblage F111**

* Make at least 4 survey visits between April and end of August depending on the survey effort to cover the site.
* This is to include an early visit to target beetles in April / May with the three other visits to target other taxa, being undertaken from June to August.
* Contractor to decide precise timings in relation to progress of season.
* 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.
* Survey methods to consist of ground searching, sweeping, spot sweeping and pitfall trapping.
* Setting and collecting of these traps should not count as survey visits (unless field survey work is carried out on that day).
* If the contractor believes the visits have resulted in sub-optimal data collection (e.g due to poor weather conditions) one further visit can be undertaken. Please ensure a quotation is provided for this.
* A minimum of 4 sampling points will be required on each per assemblage. Contractors are to use their own professional opinion (judging the site/habitat size) to determine the total number of samples.
* If possible, please identify the NVC (JNCC, 2020) type for the location sample based on the dominant species present. Further information can be found [here](https://jncc.gov.uk/our-work/nvc). We do not require a 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.

**3.2.** **Indicative survey locations**   

If the area is not well known to the contractor pre-survey reconnaissance of the indicative survey locations should be carried out to determine the general nature and extent of the habitats and to confirm suitable locations for survey sampling areas. It is estimated that a preliminary walk-over assessment of all the proposed survey locations would take a maximum of one full day. Following the initial reconnaissance Natural England would welcome any advice or recommendations regarding the locations to be surveyed.  For instance, the contractor may wish to recommend a variation of survey location(s) based on their experience. This can be discussed at the inception meeting.

**3.4.** **Access to land**   

Natural England will initially obtain landowner/manager permission in advance of the surveys and provide approximate timings of site visits.  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.

**4. Analysis and reporting**

The outputs, unless agreed otherwise in writing by the Project Officer, will be as detailed in this section.

**4.1. Outputs**

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.
  + 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.
  + Habitat information, including size and quality, with clear and concise recommendations for management to benefit the assemblage/s.
  + Completed Proxy assemblage form with any comments
* 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 4.4)
* A summary of the pressures found on the site (see section 4.5)
* The assessor’s review on the Monitoring Specification (see section 4.7)
* Completion of a feature form, this is a summary of the report and will be provided upon contract award.
* 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

**4.2.** **GPS data formats**   

It is important to be able to geolocate the survey effort so that geospatial cross-referencing with other data sources can take place.

An Excel spreadsheet should be included showing the ten-figure x:y co-ordinates of the sample locations. This spreadsheet must only contain binomials in the main species column; if more detailed trinomial, sub-specific, or sens lat, sens strictu ascriptions are required then these should be in an “other name” column.

A template will be provided upon award of contract to input excel data. Please see an example in annex 2.

Once agreed with Natural England, a map showing the sampling areas should be provided as part of the contract outputs. Indicative mapped routes can be provided as part of the tender process, but it is at the discretion of the contractor.

**4.3. Data Analysis in Pantheon**

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 two habitat-associated assemblages meet or exceed their threshold scores for Common Standards Monitoring.

**4.4. Climate Change Impacts**

Please provide a description of the current and future impacts of climate change on the site’s invertebrate features and associated relevant habitat(s). Using professional judgement please infer how climate based future alterations, such as potential range shifts of invertebrates, may influence the site and its invertebrate feature(s). Suggesting any potential management mitigations or changes in designation that may be appropriate based on projections.

**4.5. ‘Pressures’ data collection**

‘Pressures’ are observations of land management or other factors at a site that have the potential to impact on the condition of designated features. These are recorded as part of monitoring surveys and used to inform Natural England’s engagement with land managers. A list of potential pressures to be assessed will be supplied on contract award. Ideally, these should be recorded using ArcGIS Field Maps - Natural England can provide shapefiles for this purpose. Pressures recorded should be flagged and summarised in the final report according to the following template:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Broad Pressure** | **Detailed Pressure** | **Date Identified** | **Risk to Condition (H/M/L)** | **Pressure Status (Active/Potential)** | **Comments** |
|  |  |  |  |  |  |

Further guidance will be provided upon contract award.

**4.6. Monitoring Specification**

The contractor should provide interpretation of the accuracy, appropriateness and quality of the information and targets as set out in the Monitoring Specification Documents. These comments should detail whether the current document provides sufficient information to accurately monitor the feature(s) which this contract covers. Where amendments or additions are required, these should be described in sufficient detail for staff to update the documents.

**4.6.** **Maps**   

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)

**If you are unable to provide GIS layers, please advise in your tender.**

**5.Health & Safety / Known hazards & risks**

Risks associated with field-based work need to be considered. The Health and Safety at Work Act 1974 is to be fully complied with at all times.

Please provide a clear and structured proposal to demonstrate your intended approach to health and safety on this project and how you ensure the requirements of legislation are met. **You do not need to submit a site-specific risk assessment with your tender response, if successful you will be expected to do so before commencing any work.**

If any incidents occur on site, these should be reported to the Project Officer within 3 working days.

Your quotation for the work should be accompanied by the following Health and Safety documentation required by Natural England:

* Risk assessment: this must take the hazards identified above into account including working around water/use of a boat.
* Valid certificates (if appropriate) to be made available on request:
* Employers Liability Compulsory Insurance
* Public Liability Insurance – provide description of level taken out
* Professional Indemnity Insurance – provide description of level taken out

Work shall not commence without Natural England being in possession of appropriate documentation and an agreed safe method of working.

**6.Sustainability**

Please provide details of your company’s sustainability policy/procedures. Companies who are located closer to the survey sites will score higher (see Evaluation Criteria below).

**Prices** 

i. Prices must be submitted in £ sterling, inclusive of VAT. Please ensure a quotation is provided for all survey visits plus one contingency day.  
ii. Please price against the work described in this specification and annexes and complete the pricing template in Annex 3.   
iii. The tenderer should demonstrate how they will cover the survey area and how the visits will be organised in terms of personnel and timescales.   
iv. 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.   
   
It is anticipated that this contract will be awarded for a period of 7 months to end no later than 01/12/2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition. 

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.

**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

Pricing Template (Annex 3) - Please ensure a quotation is provided for all survey visits plus one contingency day.  
ii. Your proposal outlining how you will meet Natural England’s Requirements.   
iii. Methodology including a proposed outline schedule or timetable of works, including a rationale for the estimate of the number of days required for field survey work, how you will cover the survey area, and how the visits will be organised in terms of personnel and timescales.   
iv. Insurance certificates.   
v. Health and Safety Policy.   
vi. Risk Assessment including that for Coronavirus.   
vii. Acceptance of terms and conditions.

Please confirm in your tender that you are able to meet the required deadlines as outlined in this specification.

It is anticipated that this contract will be awarded for a period of 7 months to end no later than 1/12/24.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 weightings are 50% technical and 50% commercial, the winning tenderer will be the highest scoring combined score.

As part of the evaluation process a quality threshold will be placed on each scoring criterion identified below. If your tender falls below the threshold then your bid will not be considered.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic | Sub-Criteria and threshold | Weighted Question |
| Technical | 50% | Service | Technical expertise (40%)  8/10 | Q1.1 Please provide details of your experience in undertaking, invertebrate surveys using the methods outlined in this specification (20%).  Q1.2 Please provide details of your experience in invertebrate surveys generally (10%).  Q1.3 Please provide details of your experience of analysis, presentation and reporting of data generated from surveys (10%). |
| Methodology (30%)  7/10 | Q2.1 Please provide your availability as requested under Tender Information (15%).    Q2.2 Please provide capability for full delivery of tender (15%). |
| Project and risk management, resources allocated (20%)  6/10 | Q3. Please provide details of organisational and project management skills to deliver all aspects of the requirement in full, including GDPR. |
| Sustainability (10%)  No threshold | Q4. Please provide company sustainability policy/procedures. |
| Commercial | 50% | Whole life cost of the proposed Contract | Commercial Model  No threshold | Q5. Please provide all costs and VAT clearly itemised. |

Evaluation criteria

Evaluation weightings are 50% technical and 50% commercial, the winning tenderer will be the highest scoring combined score.

**Technical (50%)**

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.

|  |  |
| --- | --- |
| **Technical expertise** | Detailed Evaluation Criteria |
| Q1.1 Please provide details of your experience in undertaking invertebrate surveys using the methods outlined in this specification (20%). | Your response should include:   1. Details of previous contracts for undertaking invertebrate surveys for site evaluations and Site Condition Monitoring on coastal SSSI sites. 2. Particular reference should be made to experience of invertebrate surveying of the previously mentioned target habitat/assemblage. |
| Q1.2 Please provide details of your experience in invertebrate surveys generally (10%). | Your response should include:   1. Qualifications, technical merit and experience of key staff engaged on the contract e.g. CVs, previous invertebrate survey / contracts, technical qualifications. |
| Q1.3 Please provide details of your experience of analysis, presentation and reporting of data generated from surveys (10%). | Your response should include:   1. Qualifications, technical merit and experience of key staff engaged on the contract e.g. CVs, previous invertebrate survey / contracts, technical qualifications. |

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| **Methodology** | Detailed Evaluation Criteria |
| Q2.1 Please provide your availability as requested under Tender Information (15%). | Your response should include:   1. Details of availability given the timescales page 1/2 2. A proposed outline schedule or timetable of works. |
| Q2.2 Please provide capability for full delivery of tender (15%). | Your response should include:   1. Details of capability for field survey work with a clear rationale for the estimated number of days for field work. 2. Details of how the survey area will be covered and how the visits will be organised in terms of personnel and timescales. |

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| **Project and risk management, resources allocated** | Detailed Evaluation Criteria |
| Q3. Please provide details of organisational and project management skills to deliver all aspects of the requirement in full, including GDPR (20%). | Your response should include:   1. An assessment of the risks to project delivery and mitigation (including contingency in the event of delays). 2. Confirmation you are able to meet the required deadlines. |

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| **Sustainability** | Detailed Evaluation Criteria |
| Q4. Please provide company sustainability policy/procedures (10%). | Your response should include:   1. Distance from the SSSI 2. Estimated mileage of survey team |

**Commercial (**50**%)**

The Contract is to be awarded as a **'schedule of rates'** 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 **50%** (Maximum available marks)

Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x **50%**  (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**

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| 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**

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