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Request for Quotation

## 

## Request for Quotation

**Long Term Monitoring Network vegetation survey – Ludham & Potter Heigham Marshes NNR - 2023**

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

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

Your response should be returned to the following email address by: **Wednesday 22nd March 2023.**

Email: LTMN@naturalengland.org.uk

Date: Wednesday 22nd March 2023

Time: Midnight

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

**Contact Details and Timeline**

Sarah Grinsted, [Sarah.Grinsted@naturalengland.org.uk](mailto:Sarah.Grinsted@naturalengland.org.uk), m.07827 232754 will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 23/02/2023 |
| Deadline for clarifications questions | 16/03/2023, midnight |
| Deadline for receipt of Quotation | **22/03/2023, midnight** |
| Intended date of Contract Award | 13/04/2023, midnight |
| Intended Contract Start Date | 13/04/2023, midnight |
| Intended Delivery Date / Contract Duration | Friday 20th October 2023 |

### Glossary

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

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

### Conditions applying to the RFQ

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

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

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

**Acceptance of Quotations**

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

#### Costs

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

#### Mandatory Requirements

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

#### Clarifications

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

#### Amendments

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

#### Conditions of Contract

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

#### Specification

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

The project specification attached provides full details of the requirement.

It is anticipated that this contract will be awarded for a period of seven months to end no later than 20/10/2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

**Prices**

Please set out your pricing as a single price for each task, or broken down to give further detail e.g. to show the time allocated to each part of the project. Please indicate if VAT will be applied.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Activity** | | | **Daily rate exc VAT** | **Number of staff per day** | **Number of days per person** | **Total number of days** | **Total exc VAT** |
| **1.** | Complete risk assessment. |  |  |  |  |  |
| **2.** | Locating and flagging permanent markers. Install new feno markers if required. |  |  |  |  |  |
| **3.** | High Accuracy GPS. |  |  |  |  |  |
| **4.** | Vegetation survey, including photos of LTMN plots. |  |  |  |  |  |
| **5.** | Complete vegetation data input spreadsheet. |  |  |  |  |  |
| **6.** | Carry out quality assurance of data before submitting to Natural England. |  |  |  |  |  |
| **7.** | Analyse species data for each plot to provide NVC communities and add this to the spreadsheet. |  |  |  |  |  |
| **Total** | | | |  |  |  |

**Quotation Submission**

Please provide information on:

Your understanding of the project, methods, habitats and QA methodology.

Your key personnel who will be directly involved with this contract

Recent experience of carrying out similar contracts

Measurement of success in each of the deliverables

Management of sustainable impacts

Quality Assurance measures

Health and Safety

Please provide supporting documentation such as:

* Risk Assessment
* Lone working practices
* Health & Safety policies
* Environment policies
* VAT registration number
* CV’s

The contract will be awarded to the tender which best fits the profile of requirements. This will be assessed by the Project Officer and Evaluation Panel using the evaluation criteria detailed below. 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.

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

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

* Commercial / Cost - 50% weighting
* Expertise and local site knowledge- 25% weighting
* Reliability and reputation - 20% weighting
* Sustainability - 5% weighting
* Health and Safety - this is a pass or fail criteria

**Contract Management**

This contract shall be managed on behalf of the Authority by Sarah Grinsted, [Sarah.Grinsted@naturalengland.org.uk](mailto:Sarah.Grinsted@naturalengland.org.uk), m.07827 232754

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

You can invoice us: either in two stages e.g. once the fieldwork element is completed and again at the end; or, just at the end once all the required outputs have been submitted.

**The invoice address is:**

**SSCL, Natural England, PO Box 793, Newport, NP10 8FZ**

**Or send via email to:** [APinvoices-NEG-U@gov.sscl.com](mailto:APinvoices-NEG-U@gov.sscl.com)

### Disclosure

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

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

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

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

### Disclaimers

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

The Authority does not:

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

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

**Protection of Personal Data**

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

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

**General Data Protection Regulations 2018**

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

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

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