

**Part One: Instructions to Tender and Statement of Requirements**

**Grow Wild England and Wales seeds**

**Contract Reference: RBGKEW/409**

**For information only**

**SECTION ONE: INSTRUCTIONS TO TENDER**

1. INTRODUCTION

You are hereby invited by Royal Botanic Gardens, Kew (the “Authority”) to submit a Tender to meet the Authority’s requirements as advertised via the Contracts Finder portal (Ref. RBGKEW/409) on Thursday 10th August 2017 in accordance with the specification and associated documents as contained within this tender pack.

The purpose of this Invitation to Tender is to provide prospective Tenderers with sufficient information to understand and respond to the requirements of the Authority, ensure that a consistent level of information is obtained from each prospective supplier and provide a structured framework for the subsequent evaluation of each Tenderer’s submitted Tender.

These instructions are designed to ensure that all Tenderers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Tenderers should read these instructions carefully before completing their Tender documentation. Failure to comply with these requirements for completion and submission of the response may result in the rejection of the Tender. Tenderers are advised to acquaint themselves fully with the extent and nature of the requirements and their associated contractual obligations.

These instructions constitute the full conditions of the Tender process and participation automatically signals that the Tenderer accepts these conditions.

Please contact Procurement (via the e-tendering portal <https://defra.bravosolution.co.uk>) if you have any doubt as to what is required or will have difficulty in providing the information requested.

The ITT pack comprises the following documents:

|  |  |
| --- | --- |
| Part 1: Instructions to Tender and Statement of Requirements (this document) | For Information |
| Part 2: Contract Terms and Conditions | For Information |
| Part 3 Technical Response Document | **For Completion** |
| Part 4: Commercial Response Document | **For Completion** |

All material issued in connection with this ITT (the “Information”) shall remain the property of the Authority and shall be used only for the purpose of this procurement exercise. All Information shall be either returned to the Authority or securely destroyed by the Tenderers (at the Authority’s option) at the conclusion of the procurement exercise.

The Tenderers shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions.

The Tenderers shall not make contact with any other employee, agent or consultant of the Authority who are in any way connected with this procurement exercise during the period of this procurement exercise, unless otherwise instructed by the Authority.

The Authority shall not be committed to any course of action as a result of:

* issuing this Invitation to Submit a Tender;
* an invitation to submit any response in respect of this procurement exercise;
* communicating with a Supplier or a Supplier’s representatives or agents in respect of this procurement exercise; or
* any other communication between the Authority (whether directly or by its agents or representatives) and any other party.

Tenderers shall accept and acknowledge that by issuing this ITT the Authority shall not be bound to accept any Tender and reserves the right not to conclude a contract for some or all of the requirements for which Tenders are invited.

The Authority reserves the right to amend, add to or withdraw all or any part of this ITT at any time during the procurement exercise at no cost to the Authority.

1. CONFIDENTIALITY

Subject to the exceptions referred to below, the contents of this ITT are being made available by the Authority on condition that:

* Tenderers shall at all times treat the contents of the ITT and the Information as confidential, save in so far as they are already in the public domain;
* Tenderers shall not disclose, copy, reproduce, distribute or pass any of the Information provided to any other person at any time or allow any of these things to happen;
* Tenderers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender; and
* Tenderers shall not undertake any publicity activity within any section of the media.

Tenderers may disclose, distribute or pass any of the Information to the Tenderer’s advisers, sub-contractors or to another person provided that either:

* This is done for the sole purpose of enabling a Tender to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Tenderer; or
* The Tenderer obtains the prior written consent of the Authority in relation to such disclosure, distribution or passing of Information; or
* The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any contract arising from it; or
* The Tenderer is legally required to make such a disclosure.

In the paragraphs above, the definition of ‘person’ includes but is not limited to any person, firm, body or association, corporate or incorporate.

The Authority may disclose detailed information relating to Tenders to its officers, employees, agents or advisers and the Authority may make any of the contract documents available for private inspection by its officers, employees, agents or advisers.

The Authority also reserves the right to disseminate information that is materially relevant to the procurement to all Tenderers, even if the information has only been requested by one Tenderer, subject to the duty to protect each Tenderer's commercial confidentiality in relation to its Tender (unless there is a requirement for disclosure under the Freedom of Information Act (FoIA), as explained below).

1. FREEDOM OF INFORMATION

In accordance with the obligations and duties placed upon public authorities by the FoIA, the Authority may, acting in accordance with the Secretary of State’s Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the said Act, or the Environmental Information Regulations (EIR) be required to disclose information submitted by the Tenderer to the to the Authority.

In respect of any information submitted by a Tenderer that it considers to be commercially sensitive the Tenderer should:

* Clearly identify such information as commercially sensitive;
* Explain the potential implications of disclosure of such information; and
* Provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive.

Where a Tenderer identifies material as commercially sensitive, the Authority will endeavour to maintain confidentiality. Tenderers should note, however, that, even where information is identified as commercially sensitive, the Authority may be required to disclose such information in accordance with the FoIA or the EIR. In particular, the Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Authority cannot guarantee that any information marked ‘confidential’ or “commercially sensitive” will not be disclosed.

Where a Tenderer receives a request for information under the FoIA or the EIR during the procurement process, this should be immediately passed on to the Authority and the Tenderer should not attempt to answer the request without first consulting with the Authority.

1. TRANSPARENCY

Tenderers should note that the Government has set out the need for greater transparency in public sector procurement.

Tenderers submitting a response should be aware that if they are awarded a Contract, the tender documents and any resulting Contract between the Tenderer and the Authority will be published on the Contracts Finder website https://www.contractsfinder.service.gov.uk. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

1. CONTRACT

The contract will commence in October 2017 and expire on 28th February 2020. The maximum value of spend on the contract is £100,000 (excluding VAT), with an annual estimated spend of £30,000 - £40,000. The Contract may be extended by up to 12 months provided the contract value has not been exceeded.

The contract will be subject to the Terms and Conditions of The Authority, provided as Part 2 of this Invitation To Tender. Submission of a Tender signals your acceptance of these terms and conditions in full. The Authority will not enter into contract negotiations post tender award.

1. TENDER VALIDITY

Your Tender should remain open for acceptance for a period of sixty (60) days from the deadline date for Tenderer responses. A Tender valid for a shorter period may be rejected by the Authority.

1. TIMESCALES

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Authority does not intend to depart from the timetable it reserves the right to do so at any stage.

| **DATE** | **ACTIVITY** |
| --- | --- |
| Thursday 10th August 2017 | ITT published on Contracts Finder |
| 12pm, Tuesday 22nd August 2017 | Deadline for Tenderers questions |
| 12pm, Tuesday 29th August 2017 | Deadline for responses to the clarification questions |
| 12pm, Tuesday 12th September 2017 | Deadline for submission of:  Part 3: Technical Response Document  Part 4: Commercial Response Document |
| Thursday 13th September – Tuesday 19th September 2017 | Evaluation of response documents |
| Wednesday 20th – Tuesday 26th September 2017 | Approvals and sign off of successful Tenderer |
| Wednesday 27th September 2017 | Contract award notification |
| W/C Monday 2nd October 2017 | Contract commences & Mobilisation begins |

Clarification meetings may be used to clarify information provided in the written tender document. The Authority reserves the right to amend scores awarded during this process as a result of the clarification responses received from the Tenderers.

1. PREPARATION OF TENDERS

Tenderers must obtain at their own responsibility and expense, all information necessary for the preparation of Tenders. Tenderers are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Tender and all other stages of the selection and evaluation process. Under no circumstances will the Authority, or any of their advisers, be liable for any costs or expenses borne by Tenderers, sub-contractors, Tenderers or advisers in this process.

The Authority relies on Tenderers' own analysis and review of information provided. Consequently, Tenderers are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Tenders and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process.

Tenderers must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding the requirements and their Tenders, without reliance upon any opinion or other information provided by the Authority or their advisers and representatives. Tenderers should notify the Authority promptly of any perceived ambiguity, inconsistency or omission in this ITT, any of its associated documents and/or any other information issued to them during the procurement process.

1. TENDER SUBMISSION

The Tender must be submitted in the form and at the time specified in this ITT. Failure to do so may render the response non-compliant and it may be rejected.

The Authority may at its own absolute discretion extend the closing date and the time for receipt of Tenders specified above. Any extension granted by the authority will apply to all Tenderers.

You must submit your Tender to <https://defra.bravosolution.co.uk> no later than **12pm** on **Tuesday 12th September 2017**. Tenders may be submitted at any time before the closing date*.* Tenders received before this deadline will be retained unopened until the closing date.

The Tenders must be separated into two documents:

Part 3: Technical Response Document

Part 4: Commercial Response Document

**The technical proposal must not contain any price related material.**

The Authority does not accept responsibility for the premature opening or mishandling of Tenders that are not submitted in accordance with these instructions.

Tenderers should not include in their Tender any extraneous information which has not been specifically requested in the ITT including, for example, any sales literature, standard terms of trading etc.

The Tender and any documents accompanying it must be in the English language.

Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided.

1. CANVASSING

Any Tenderer who directly or indirectly canvasses any officer, member, employee, or agent of the Authority or its members concerning the establishment of the contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent concerning any other Tenderer, the Tender or proposed Tender will be disqualified.

1. DISCLAIMERS

Whilst the material in this ITT and the Information has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.

Neither the Authority nor their advisors, their respective directors, officers, members, partners, employees, other staff or agents makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Information; or accepts any responsibility for the information contained in the Information or for their fairness, accuracy or completeness of that Information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such Information or any subsequent communication.

Any persons considering making a decision to enter into contractual relationships with the Authority following receipt of the ITT should make their own investigations and their own independent assessment of the Authority and its requirements and should seek their own professional financial and legal advice.

For the avoidance of doubt the provision of clarification or further information in relation to the ITT or any other associated documents is only authorised to be provided following a query made in accordance with the provisions of this ITT.

Any contract concluded as a result of this ITT shall be governed by English law.

1. COLLUSIVE BEHAVIOUR

Any Tenderer who:

* fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party; or
* communicates to any party other than the Authority the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security); or
* enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender; or
* enters into any agreement or arrangement with any other party as to the amount of any Tender submitted; or
* offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission, shall (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified.

1. ACCEPTANCE AND ADMISSION

The Tenderer undertakes that in the event of the Tender being accepted by the Authority and the Authority confirming in writing such acceptance to the Tenderer, the Tenderer will within 30 days of being called upon to do so by the Authority execute the contract in the form set out in this ITT or in such amended form as may subsequently be agreed. The Authority shall be under no obligation to accept the lowest price or any Tender.

1. CLARIFICATION

All requests for clarification about the requirements or the process of this procurement exercise shall be made in accordance with these Instructions. The Authority will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time. Tenderers should ensure that any clarifications are submitted to the Authority in sufficient time to enable a response and, subsequent consideration by Tenderers, before the prescribed deadline date. All clarification requests should be submitted via <https://defra.bravosolution.co.uk> no later than **12pm** on **Tuesday 22nd August 2017**.

In order to ensure equality of treatment of Tenderers, the Authority intends to publish the questions and clarifications raised by Tenderers together with the Authority’s responses (but not the source of the questions) to all participants. Tenderers should indicate if a query is of a commercially sensitive nature and where disclosure of such query and the answer would, or would be likely to, prejudice its commercial interests.

If the Authority at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Tenderers would potentially benefit from seeing both the query and Authority’s response, the Authority will either invite the Tenderer submitting the query to either declassify the query and allow the query along with the Authority’s response to be circulated to all Tenderers; or request the Tenderer, if it still considers the query to be of a commercially confidential nature, to withdraw the query.

The Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

1. LATE TENDERS

Any Tender received at the designated point after the prescribed deadline may be rejected unless the Tenderer can provide irrefutable evidence that the Tender was capable of being received by the due date and time.

1. MODIFICATION AND WITHDRAWAL

Tenderers may modify their Tender prior to the deadline by giving notice to the Authority in writing or via electronic submission to <https://defra.bravosolution.co.uk>***.*** No Tender may be modified subsequent to the deadline for receipt.

The modification notice must state clearly how the Authority should implement the modification.

Tenderers may withdraw their Tender at any time prior to the Deadline or any other time prior to accepting the offer of a Contract. The notice to withdraw the Tender must be in writing and sent via <https://defra.bravosolution.co.uk>.

1. RIGHT TO REJECT / DISQUALITY

The Authority reserves the right to reject or disqualify a Tenderer where:

* the Tenderer fails to comply fully with the requirements of this ITT or is guilty of a serious misrepresentation in supplying any information requested in this ITT document; or
* the Tenderer is guilty of serious misrepresentation in relation to its Tender; expression of interest; and/or the Tender process;

1. RIGHT TO CANCEL, CLARIFY OR VARY THE PROCESS

The Authority reserves the right to:

* amend the terms and conditions of the procurement process,
* cancel the evaluation process at any stage; and/or
* require the Tenderer to clarify its Tender in writing and/or provide additional information. (Failure to respond adequately may result in the Tenderer not being selected).

1. EVALUATION

The Tender evaluation process will be conducted in one stage and will ensure that Tenders are evaluated fairly to ascertain the most economically advantageous tender. Account will also be taken of any factors which may impact on the Tenderers suitability that emerge from the Tender process. Tenderers should examine the evaluation model closely to ensure that they are able to submit the information and supporting evidence required.

**Evaluation**

The Authority will fully evaluate the selected proposals submitted by Tenderers in accordance with the model below.

|  |  |  |
| --- | --- | --- |
| **Requirement reference** | **Weighting** | **Evaluation Criteria** |
| 1. Ability to meet essential requirements | Pass/Fail | Review of Contractor’s statement about how they meet the seed specification. Reference sub heading 5 in section 2 of this document (SoR). |
| 1. Quality | 50%  (10% per mix) | Scoring of Contractor’s response to their proposed species by name, percentage composition and weight for each of the five seed mixes. Mixes will be evaluated through how well the proposed species fits with the theme of the mix. Reference Appendix 1 in section 2 of this document (SoR). |
| 1. Commercial criteria | 50% | Scoring of Contractor’s response to total price for meeting the specification, including a full cost breakdown. Reference sub heading 5 and Appendix 1 in section 2 of this document (SoR). |

**Scoring Mechanism**

The technical evaluation criteria and the pitch to the panel will be scored in accordance with the model below:

|  |  |  |
| --- | --- | --- |
| **5** | **Very Good** | Response is completely relevant covering all aspects of the requirement. 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. |
| **4** | **Good** | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |
| **3** | **Satisfactory** | Covers the majority of aspects required with only a few minor gaps in the response. Demonstrates a broad understanding of the requirement but lacks details on how the requirement will be fulfilled. |
| **2** | **Poor** | Partially demonstrates ability to meet requirement specified but lacking information or detail on a number of areas. |
| **1** | **Very poor** | Limited evidence of ability to meet requirement with significant gaps in the response and/or serious concerns. |
| **0** | **Unsatisfactory** | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |

Commercial criteria will be assessed by comparing the average cost per kg of seeds to ensure that solutions can be compared equally. The following calculation will be used:

Tender Score = (Lowest Average Cost/Tender Average Cost) x available marks

Contract will be awarded to the Tenderer(s) who, in the opinion of the Authority at the conclusion of the evaluation, offers the most economically advantageous Tender(s) to the Authority having regard to the award criteria.

The lowest price tender achieves the maximum score and all other tenders are reduced by reference to the lowest price. The Contract will be awarded to the Tenderer who, in the opinion of the Customer at the conclusion of the evaluation, offers the most economically advantageous Tender(s) to the Authority having regard to the selection and award criteria.

1. AWARD NOTIFICATION

The Authority will notify the successful Tenderer(s) of their admission to the contract in writing. All Tenderers will be informed of the Authority decision in relation to contract award as soon as possible after the conclusion of the evaluation process.

Tenderers should request additional feedback from the Authority and the Authority shall endeavour to provide this to the Tenderer within two (2) weeks of the request.

**SECTION TWO: STATEMENT OF REQUIREMENTS**

Introduction

This Statement of Requirements (“SOR”) is intended to find one or more Contractors to supply native wild flower seeds to RBG Kew’s Grow Wild public engagement programme.

The Contractor will supply seeds for Grow Wild packets distributed to target audiences during 2018 and 2019.

Royal Botanic Gardens, Kew (RBG Kew)

RBG Kew is a world leader in plant and fungi science and conservation.

RBG Kew is internationally respected for its outstanding living collection of plants and world-class Herbarium, as well as its scientific expertise in plant diversity, conservation and sustainable development.

Kew Gardens is also a major international visitor attraction. Its landscaped 132 hectares and RBG Kew’s country estate, Wakehurst Place, attracts nearly two million visitors every year.

Details: [www.kew.org](http://www.kew.org)

Grow Wild overview

Grow Wild connects people to nature and with each other by sharing native plants and fungi, transforming spaces and changing lives across the UK.

Since RBG Kew launched Grow Wild in 2012, over 4.3 million people have taken part, particularly younger people and people living in urban and disadvantaged areas. Enough UK native wild flowers have been grown to stretch to space and back in a one metre-wide path, 20 times.

Grow Wild is supported by the Big Lottery Fund and through private and public contributions. It is led by RBG Kew to build a public understanding of the world’s plants and fungi upon which all our lives depend.

Grow Wild was publicly voted the UK’s Best Environment Project in the National Lottery Awards 2016 on BBC1.

Details: <https://www.growwilduk.com>

Grow Wild 2018-19

The distribution of bespoke seed packets is integral to the Grow Wild programme; the following in particular:

* Individuals at events and through other promotions. See: <https://www.growwilduk.com/content/about-grow-wild-seed-packets>.
* Groups through online registration, including schools. See: <https://www.growwilduk.com/kits>

Seed specification

The appointed Contractor must provide the seed mixes for England and Wales and package the seed mixes in accordance with the requirements detailed below:

Seed mix specification

**Each year,** the Contractor will supply **177,480 foil packets containing native or archeophyte wild flower seeds**, comprised of **35,496** of each of the **5** themed seed mixes detailed in Appendix 1.

The seeds in each packet shall be sufficient to cover an area of **2-3 m2 of bare soil**. As a rough guide this should be approximately **3g per packet**, depending on species composition.

Every seed mix will contain wild flower species appropriate for amenity use in England and Wales. Each seed mix will comprise widely distributed native or archeophyte annual, biennial and perennial wild flowers originating within England and Wales (see Appendix 1 for full details on varieties). Note - Each seed mix may contain seed from a mixture of locations in England and Wales; it is not required that the seeds in each seed mix come from the same location.

The final composition of each wild flower seed mix must include **at least 6 species and no more than 15 species**. Additional or alternative species that meet the criteria detailed in this specification may be suggested by the Contractor and included in the mix subject to written agreement by the Authority.

The Contractor shall ensure that any substitutions to the species above shall be widely distributed, native or archaeophyte, annual, biennial and/or perennial wild flowers that originate in England or Wales, posing minimal risk of damage to locally adapted ecotypes of the same species.

The Contractor shall specify species composition using botanical names and percentage by weight of each species in the mix.

The Contractor shall ensure that annuals comprise at least twenty (20)% of the total weight of the seed mix.

The Contractor shall provide evidence that the seed specified is of traceable English or Welsh origin from a current or previous year’s harvest.

The Contractor shall ensure that each seed mix is not contaminated with seed of unspecified species.

The Contractor shall ensure that seeds have been multiplied in such a way as to minimise the risk of cross-pollination with populations of the same species originating from outside England or Wales.

The Contractor shall ensure that the chosen list for England and Wales meets the prevailing laws concerning the production, supply and planting of wild flowers and plants in England and Wales.

Packaging and Distribution

The Contractor shall package the wild flower seed mix into foil packets appropriate to the weight of the seed mixes, and print identification information on each foil packet. This information will be supplied by the Authority once seed mixes are confirmed, such as ‘GW E/W Sensational mix, 2018’.

The Contractor shall then deliver the foil packets to the Distributor, who will enclosed them in a Grow Wild branded seed packet before distribution. This seed packet will include the name of the appointed Contractor.

Testing

Prior to delivery to the Distributor, the Contractor shall provide to the Authority, at the Contractor’s own cost, samples of the proposed seed lots for viability testing.

Each sample shall contain a minimum of 300 seeds. Any lot found to be less than 70% viable shall be rejected and the Contractor shall replace them with seed lots of at least 70% viability to be agreed with the Authority. Such replacements shall be made with the written agreement of the Authority.

The Contractor shall send samples of seed for viability testing to Kew’s Millennium Seed Bank. Seed samples for testing must be sent to: Ted Chapman, Millennium Seed Bank, Wakehurst Place, Ardingly, West Sussex, RH17 6TN and clearly marked “GROW WILD SEED TESTING”.

Seed samples for testing should be sent as soon as possible and must be received no later than **13th November 2017**.

The delivery timetable for 2018 is presented in the table below. Timelines are expected to be similar for 2019.

|  |  |
| --- | --- |
| **Event** | **Deadline** |
|  |  |
| Seed samples for viability testing to be delivered to Millennium Seed Bank | 13th November 2017 |
| Kew provision of notification of viability test results | 22nd December 2017 |
| Suppliers to provide the final list of seeds for the seed mix | 5th January 2018 |
| Delivery of seed foil packets to the Authority’s Distributor | 1st February 2018 |

Account management

The Goods provided will be regularly monitored by the Authority and the Contractor will be expected to assist in this process by providing access to the Contractor’s records as required.

The Contractor shall appoint a nominated person of appropriate grade to be the Contractor’s authorised representative to manage the provision of the Goods and to liaise with the Authority as required.

The Contractor may be required to attend Contract meetings with the Authority to review the quality and performance of Goods provided; usually by phone, and usually planned with five working days notice.

While it is envisioned that one Contractor will supply all 5 themed seed mixes, the Authority reserves the right to buy seed mixes from different Contractors (such as two from one, three from another) and remove one or more of the themed seed mixes in favour of the others (this would be discussed with the appointed Contractor/s)

Payment to the Contractor shall only be made on the basis of successful completion of the steps listed in the table below.

|  |  |
| --- | --- |
| Event | Percentage of Total Payment |
| Confirmation of final seed mixes, following RBG Kew viability tests | 20% |
| Delivery of all seed foil packets with the five mixes to the Distributor | 80% |

**Appendix 1: Seed Mixes**

The following is drawn from the longlist of species developed for the 2017 Grow Wild seed mixes, with the final mixes supplied published here: <https://www.growwilduk.com/content/seeds-our-mix>. As per the SoR, Contractors may suggest alternative species that fit with themes described below and comply with the seed mix specification provided in Section 5.

**Seed Mix 1: Sensational mix**

Scented or tactile species to provide non-visual interest.

|  |  |  |
| --- | --- | --- |
| Mix | Botanical Name | Common Name |
| Scent/Touch | *Clinopodium vulgare* | Wild basil |
|  | *Daucus carota* | Wild carrot |
|  | *Malva moschata* | Musk mallow |
|  | *Origanum vulgare* | Wild marjoram |
|  | *Poterium sanguisorba* | Salad burnet |
|  | *Salvia verbenaca* | Clary sage |
|  | *Silene noctiflora* | Night-scented catchfly |
|  | *Stachys sylvatica* | Hedge woundwort |
|  | *Tanecetum parthenium* | Feverfew |
|  | *Tanecetum vulgare* | Tansy |
|  | *Thymus polytrichus* | Common thyme |
|  | *Viola odoratum* | Sweet violet |
|  | *Papavar rhoeas* | Poppy |

**Seed Mix 2: Field flowers mix**

Countryside flowers and potentially two or three grass species.

|  |  |  |
| --- | --- | --- |
| Mix | Botanical Name | Common Name |
| Countryside | *Achillea millefolium* | Yarrow |
|  | *Anthoxanthum odoratum* | Sweet vernal grass |
|  | *Briza media* | Quaking grass |
|  | *Centaurea nigra* | Common knapweed |
|  | *Cynosurus cristatus* | Crested dog's tail |
|  | *Galium album* | Hedge bedstraw |
|  | *Galium verum* | Lady's bedstraw |
|  | *Leucanthemum vulgare* | Oxeye daisy |
|  | *Lotus corniculatus* | Birds foot trefoil |
|  | *Prunella vulgaris* | Selfheal |
|  | *Succissa pratensis* | Devils bit scabious |
|  | *Trifolium pratense* | Red clover |
|  | *Vicia cracca* | Tufted vetch |
|  | *Ranunculus arvensis* | Corn buttercup |
|  | *Papavar rhoeas* | Poppy |
|  | *Centaurea cyanus* | Cornflower |

**Seed Mix 3: Pollinator favourites mix**

A ‘pollinator-friendly’ mix with a long flowering season and variety of flower shapes and structures.

|  |  |  |
| --- | --- | --- |
| Mix | Botanical Name | Common Name |
| Pollinator | *Achillea millefolium* | Yarrow |
|  | *Betonica officinalis* | Betony |
|  | *Centaurea nigra* | Common knapweed |
|  | *Daucus carota* | Wild carrot |
|  | *Digitalis purpurea* | Foxglove |
|  | *Knautia arvensis* | Field scabious |
|  | *Lamium album* | White dead nettle |
|  | *Lamium purpurea* | Red dead nettle |
|  | *Leucanthemum vulgare* | Oxeye Daisy |
|  | *Lotus corniculatus* | Bird's foot trefoil |
|  | *Primula veris* | Cowslip |
|  | *Prunella vulgaris* | Selfheal |
|  | *Silene dioica* | Red campion |
|  | *Silene noctiflora* | Night-scented catchfly |
|  | *Succissa pratensis* | Devil's bit scabious |
|  | *Trifolium repens* | White clover |
|  | *Trifolium pratense* | Red clover |
|  | *Vicia cracca* | Tufted vetch |
|  | *Anthemis arvensis/austriaca* | Corn chamomile |
|  | *Glebionis segetum* | Corn marigold |
|  | *Triploeurospermum inodorum* | Scentless mayweed |

**Seed Mix 4: Urban woodland mix**

Species which can grow in partial shade.

|  |  |  |
| --- | --- | --- |
| Mix | Botanical Name | Common Name |
| Shade-tolerant | *Agrimonia eupatoria* | Agrimony |
|  | *Alliaria petiolata* | Garlic mustard |
|  | *Betonica officinalis* | Betony |
|  | *Campanula latifolia* | Giant bellflower |
|  | *Campanula trachelium* | Nettle-leaved bellflower |
|  | *Digitalis purpurea* | Foxglove |
|  | *Galium album* | Hedge bedstraw |
|  | *Hypericum perforatum* | Perforate St John's wort |
|  | *Primula vulgaris* | Primrose |
|  | *Prunella vulgaris* | Selfheal |
|  | *Silene dioica* | Red campion |
|  | *Silene flos-cuculi* | Ragged robin |
|  | *Stachys sylvatica* | Hedge woundwort |
|  | *Stellaria holostea* | Greater stitchwort |
|  | *Teucrium scorodonia* | Wood sage |
|  | *Torillis japonica* | Upright hedge parsley |
|  | *Agrostemma githago* | Corn cockle |

**Seed Mix 5: Mystery mix (Night-time mix)**   
This mix will be branded as a ‘Mystery mix’ during distribution, with participants directed to visit the Grow Wild website to uncover what is included. Once revealed, it will be a ‘Night-time mix’ with species that are attractive to night time pollinators or which provide food for them at other stages in their lifecycle.

|  |  |  |
| --- | --- | --- |
| Mix | Botanical Name | Common Name |
| Night-time | *Digitalis purpurea* | Foxglove |
|  | *Galium verum* | Lady's bedstraw |
|  | *Glebionis segetum* | Corn Marigold |
|  | *Malva moschata* | Musk Mallow |
|  | *Primula veris* | Cowslip |
|  | *Silene dioica* | Red campion |
|  | *Silene noctiflora* | Night-scented catchfly |
|  | *Silene vulgaris* | Bladder campion |
|  | *Thymus polytrichus* | Wild Thyme |
|  | *Verbascum thapsus* | Great Mullein |
|  | *Centaurea nigra* | Common knapweed |
|  | *Centaurea cyanus* | Cornflower |
|  | *Glebionis segetum* | Corn marigold |

END