



# Request for Quotation

**C5113: LIFE19NAT/UK/000147**

**Purchase of timber tree guard  
stakes**

**November 2022**

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# Request for Quotation

## LIFE19NAT/UK/000147 Purchase of timber tree guard stakes

You are invited by Defra group Commercial on behalf of Defra, to submit a quotation for the requirement described in the specification below.

Please submit your quotation via the Atamis system on or before the deadline given below;

Action	Date
Deadline for receipt of Quotation	17-Nov-2022 at 12:00 GMT
Intended date of Contract Award	25-Nov-2022
Intended Contract Start Date	28-Nov-2022
Intended Delivery Date / Contract Duration	22-Dec-2022

## 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);

Words/Expression	Meaning
“Atamis”	Means the e-tendering system used by the Authority for conducting this procurement which can be found at <a href="https://defra-family.force.com/s/Welcome">https://defra-family.force.com/s/Welcome</a>
“Authority”	Means the Department for Environment, Food and Rural Affairs acting as part of the Crown.
“Contract”	Means the contract to be entered into by the Authority and the successful supplier

“RFQ”	Means this Request for Quotation and all related documents published by the Authority and made available to suppliers
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## Conditions applying to the RFQ

You should examine your quotation 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.

## 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 in Atamis (Short Form (Goods)) 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 the UK Government Department responsible for the environment, food and farming and rural affairs. 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 on the Authority can be found at: [Natural England](https://www.naturalengland.org.uk/).

### **Life in the Ravines - Specification for the supply of timber tree guard stakes**

The Life in the Ravines project is a five-year partnership project being led by Natural England and has received funding through the European Union's LIFE programme.

The project is aiming to restore and improve over 800 hectares of ravine woodland within the Peak District Dales SAC to mitigate the effects of ash dieback on this European priority habitat. Restoration work will involve targeted interventions and the planting of over 200,000 trees

We would like to invite you to be a part of the Life in the Ravines project and quote for our next supply of tree stakes for the forthcoming autumn/winter season. Due to the slow growing nature of trees on steep-sided ravines, we require hardwood tree stakes that are long-lasting and resistant to rot. They must also be produced from legal and sustainable sources to adhere to the UK government timber procurement policy.

### **Technical Specification**

On the basis that 24,000 units will be purchased in one order, please provide a unit price for **tree guard stakes** which meets the following criteria:

- 1.8 metres in height.
- Must be between 28mm x 28 mm, 30mm x 30mm, 32mm x 32mm or 33mm x 33mm in diameter. (Chosen size must be consistent across all stakes)
- Robinia or alternative sustainable hardwood acacia wood that is resistant to rot
- Pointed end either 4- or 2-sided point (preference to 4 sided)
- Timber must be FSC or PEFC certified, and you must be able to provide traceable proof

### **Delivery Requirements**

Derbyshire Dales NNR Headquarters

Deepdale Business Park  
Bakewell  
Derbyshire  
DE45 1GT

## Supporting documentation

Required:

- Proof of timber origin under a scheme recognised by the UK government e.g. FSC, PEFC
- Chain of custody certification number or copy of the timber suppliers' chain of custody certificate
- VAT registration number

## Sustainability

It is UK Government policy to require that all timber is from a legal and sustainable source. Timber and wood-derived products in the context of this Contract includes any product that contains wood or wood fibre supplied to Natural England or used by the Contractor, his agents, and subcontractors in performance of the Contract. The Contract Conditions require that all timber and wood derived products supplied to Natural England or used by the Contractor in performing the Contract are legal and sustainable. Natural England will reject any bid that cannot offer to provide independent verification that all timber and wood-derived products used in the Contract meet the sustainability requirements listed above.

## Contract Award

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

Price – 30%

Quality – 70%

The following quality criteria are weighted in accordance with the importance and relevance attached to each one:

Criteria	Weighting	Maximum Score Available	Evidence
E01 – Timber meets UK government sustainable timber buying policy	40%	100	Chain of custody certificate for supply of timber and Proof of timber origin under a UK government recognized scheme e.g FSC, PEFC
E02 – Stake Dimensions	40%	100	Product Specification Document

E03 – Delivery Requirements – Lead times	20%	100	Please state your delivery lead time for the full 24,000 units.
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**Note:** If a score of zero is awarded to a response to one or more of questions E01 to E03 Defra reserves the right to reject the tender.

### Scoring Criteria Questions E01 and E02

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.

### Scoring Criteria for Question E03

Score	Justification
For a score of hundred (100):	Lead-time: 0 – 7 days
For a score of seventy (70):	Lead-time: 8 – 14 days
For a score of fifty (50):	Lead-time: 15 – 21 days
For a score of twenty (20):	Lead-time: 22 – 28 days
For a score of zero (0):	Lead-time >28 days

### Note: Evaluation of the Commercial Envelope

To ensure equality and consistency across the evaluation of prices provided, you will be invited to provide a price for a specific item for the purposes of bid evaluation only. This will assist the commercial evaluation, in the event bidders supply different prices for different sized stakes. The prices submitted for the actual requirement, will not be part of the evaluation but used to inform the drafting of the Contract.

## Prices

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

## Quotation Submission

Details of the Qualification, Technical and Commercial requirements can be located through the Atamis e-tendering portal (<https://defra-family.force.com/s/Welcome>).

## 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.

You should also note that the Authority will publish the RFQ and the Contract on the Contracts Finder Website.

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.