Ref: Peak2g2

Request for Quotation

**Peak District Dales SAC Protected Site Strategies Pilot – Effectiveness of agri-environment schemes in delivering condition of the dales: Part 2-Field monitoring.**

**May 2024**

Request for Quotation

**Peak District Dales SAC Protected Site Strategies Pilot- Effectiveness of agri-environment scheme (AES) in delivering condition on the dales: Part 2-Field monitoring (Peak 2g2).**

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: audra.hurst@naturalengland.org.uk

Date: 14 June 2024

Time: 12:00

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

Contact Details and Timetable

Audra Hurst will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| Action | Date |
| Date of issue of RFQ | 23-May-2024 at **17:00** |
| Deadline for clarifications questions | 6-June-2024 at 17:00 |
| Deadline for receipt of Quotation | 14-June-2024 at 12:00 BST / GMT] |
| Intended date of Contract Award | Week beginning 24-June-2024 |
| Intended Contract Start Date | 1-July-2024 |
| Intended Delivery Date / Contract Duration  | 1-July-2024 to 30-November-2024 |

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

* Low Value Terms & Conditions (used for purchases under £10k)
* Standard Good and Services Terms & Conditions (used for purchases under £50k)

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

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

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

Prices

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

Disclosure

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

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

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

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

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

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

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

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

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

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

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

General Data Protection Regulations 2018

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

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

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

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

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

Sustainable Procurement

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

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

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

Conflicts of Interest

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

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

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

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

Section 2: The Invitation

Specification of Requirements

**2. 1 Introduction.**

The Peak District Dales Special Area of Conservation (SAC) comprises thirteen component Sites of Special Scientific Interest (SSSIs) spanning the White Peak plateau (Ballidon Dale SSSI, Coombs Dale SSSI, Cressbrook Dale SSSI, Dove Valley and Biggin Dale SSSI, Hamps and Manifold Valleys SSSI, Lathkill Dale SSSI, Long Dale and Gratton Dale SSSI, Long Dale, Hartington SSSI, Monk’s Dale SSSI, The Wye Valley SSSI, Topley Pike and Deep Dale SSSI, Via Gellia Woodlands SSSI, Matlock Woods SSSI).

Agri-Environment Scheme (AES) uptake across the Peak District Dales SAC has historically been high, and many dales have been in AES for over ten years. This contract is a pilot project which tests adapted Common Standards Monitoring (CSM) on a sample of units within component SSSIs. It is not a contract to monitor AES against Indicators of Success or current Monitoring Specifications (and generic CSM). It is additional to this work but will be used to revise Monitoring Specifications and inform future engagement with farmers around climate change and nature recovery in the wider landscape.

This work is being undertaken through the **Protected Site Strategies (PSS) development project**. Protected Site Strategies are a new power under the Environment Act 2021 and the **Peak District Dales SAC Pilot** is one of 5 pilots across the country. The Pilots aim to research ways to collaboratively address complex issues affecting Sites of Special Scientific Interest (SSSIs), providing socio-economic value in addition to ecological improvement. The habitats and species of the dales need to be as healthy and well-managed as possible to be both resilient to increasing pressures such as climate change and fragmentation, and a reservoir of species to drive nature recovery. Achieving this aim requires collaboration with those that manage the land. This contract provides evidence to underpin this engagement.

**2.2 Description of work required**

**2.2.1 Background (Common Standards Monitoring)**

Monitoring within this contract is based on tailored Common Standards Monitoring (CSM) methodology, the standard methodology used to monitor SSSI condition and published [here](https://jncc.gov.uk/our-work/common-standards-monitoring/). CSM provides a simple assessment of the condition of the features for which a SSSI has been notified. For each feature, a small number of quantifiable and measurable attributes (referred to as variables in the software to be used for this contract) have been chosen that describe its condition, and targets are set for each. Habitat attributes may include extent, floristic composition (often restricted to positive/negative indicator species lists), vegetation structure, and physical characteristics. CSM will usually be based on a field survey involving a structured walk across the site (such as a W shape walk) but may utilise other information such as aerial images.

The data collected through CSM is used to assign a feature to one of a small number of standard conditions – the state of the feature at a particular point in time can be one of the following:

• Favourable – The objectives for that feature are being met

• Unfavourable - The state of the feature is currently unsatisfactory (this condition requires one of the below 3 clarifiers)

o recovering - but it is moving towards the desired state

o declining - moving away from the desired state

o no change - neither improving nor declining

• Destroyed (partially or completely) – the feature is no longer present and there is no prospect of being able to restore it

Features monitored under this contract are confined to grassland features [Common Standards Monitoring Guidance for Lowland Grassland Habitats | JNCC Resource Hub](https://hub.jncc.gov.uk/assets/15a03fed-f306-4f01-9139-4933e814b9ec) and [Monitoring the condition of lowland grassland SSSIs: Pt 1 English Nature’s rapid assessment method - ENRR315 (naturalengland.org.uk)](https://publications.naturalengland.org.uk/publication/64033). Standard methodology will be followed, but additional monitoring is required and detailed in section 2.2.3-2.2.5.

**2.2.2 Site details**

Appendix 1 shows the location of each SSSI and a site unit map with Appendix 2 providing detailed NVC maps of the relevant units.

**Please provide a quote for each SSSI separately.** It is recognised that existing commitments, surveyor resources and remaining length of the field season may prohibit being able to deliver monitoring across all SSSIs. In addition to providing a quote for each SSSI, please indicate total number of days you can provide overall. It is expected that the contract will be let on an SSSI basis and may be let to several contractors.

**2.2.3 General methodology**

Owner contact details will be provided. An information sheet describing the project will also be provided, which can be distributed to AES holders.

All field survey should be completed by 30 September 2024.

Monitoring forms will be provided for all features listed, with detailed NVC maps showing where standards apply shown at Appendix 2 (shapefiles can be provided). NVC maps are based on best available data and should only be used for guidance. Extent should be confirmed or corrected, and it is essential that surveyors are able to recognise grassland NVC community types in the field. A sufficient sample of monitoring forms are provided within Appendices to indicate requirements for each component to assist with tender.

Table 2.1 shows all features requiring monitoring, including how habitat structure recording categories should be distributed (Section 2.2.5) and location of additional climate change (CG2) monitoring. This table also indicates estimated number of days on site to assist with the bid.

The entirety of targeted features within each AES unit should be walked to ensure full extent of features are monitored. Details of grazing and scrub management regime should be recorded from land manager where possible and noted while on site. On completion of all monitoring, the unit summary assessment should be completed (Appendix 3).

**2.2.4 Grassland feature monitoring methodology**

Combined monitoring forms will be provided where generic forms [provided here](https://publications.naturalengland.org.uk/publication/64033) are not suitable. Table 2.2 indicates where this will be the case. Appendix 4 provides an example combined form for use in CG2/MG5/U4c transitions, and MG5 and U4c. Where difficult to NVC, combined forms should be used as transitional communities commonly occur. Data on additional attributes will be collected for CG2, relating to climate change. Appendix 5 provides both the form and methodology guidance for this element of the contract. Time estimates should take into consideration the additional climate change monitoring necessary in clearly defined CG2. It is not expected that other NVC features listed in Table 2.1 will require additional time to a standard rapid assessment. Where extent of a community is very restricted, 10 stops are acceptable for the feature within a unit.

***Table 2.1: Details of features requiring monitoring.*** *Units grouped for the purposes of assigning Structural Recording Surveys (SRS) across units and not by AES. Feature (NVC) lists NVC communities which need to be monitored (not all those present). Many communities are transitional and the combined CG2/U4c/MG5b form is provided but communities must be monitored separately (but using this form) where present. NVC maps can be used for guidance in estimating time required. Where CG2 is in red, the climate change form should be used. Ten SRS are required per scrub category (low, moderate, transition). The ten SRS per category must be confined to a single unit. However, each category may be within a separate unit, as long as it falls within the group specified (eg. At Long Dale, Hartington all categories must be within unit 2. At Coombs Dale, the transition category could be within unit 6, the moderate within unit 1 and low within unit 7). Estimated number of days is provided for guidance and based on full complement of monitoring outlined in this table.*

**

***Table 2.2: Monitoring forms for communities described in Appendix 2 NVC maps.***

| **Feature as described in Appendix 2**  | **ENRR 315 form***Tailored form* |
| --- | --- |
| CG2 | *CG2 climate change indicators* |
| CG2/U4c/MG5 | *combined CG2/U4c/MG5 form but specify transition (or if not transitional)* |
| CG6 | **Dry tall-herb grassland, dry grassland/scrub transitions, CG6, CG2d-related, MG1-related** |
| CG7/CG2 | *combined CG2/CG7 form*  |
| CG7 | **Species-rich parched grassland (CG7a,b,d,e)** |
| MG1e  | (**Dry tall-herb grassland, dry grassland/scrub transitions, CG6, CG2d-related, MG1-related**) |
| MG2 | (**Damp tall-herb grassland, damp grassland/scrub transitions, MG2**) |
| U4c  | *combined CG2/U4c/MG5 form but specify transition (or if not transitional)* |
| MG5b  | *combined CG2/U4c/MG5 form but specify transition (or if not transitional)* |
| MG5c  | *combined CG2/U4c/MG5 form but specify transition (or if not transitional)* |
| MG1e/MG2 | *combined CG2/MG1e/MG2 form but specify transition (or if not transitional)* |
| CG2/M1e/MG2 | *combined CG2/MG1e/MG2 form but specify transition (or if not transitional)* |
| MG2/MG5 | *combined MG5/MG2 form*  |
| CG2/MG2 | *combined CG2/MG1e/MG2 form but specify transition (or if not transitional)* |
| OV37 | **Calaminarian grassland (OV37)** |

**2.2.5 Habitat structure: Structural Recording Surveys methodology**

The purpose of this element of the contract is to:

* Compare habitat structure within areas of varying scrub cover (therefore using directly comparable attributes)
* Recognise the value of existing scrub categories by assessing each against specific targets.
* Map 50 x 50m areas to provide additional detailed information on habitat structure present.
* Compare habitat structure in areas of open grassland with moderate scrub to those present along transitions to woodland.

An assessment of habitat structure will be undertaken using ten Structural Recording Surveys (SRS) within areas of low and moderate scrub cover, and in transitions from woodland to scrub. For the purposes of providing a quote, units have been detailed which are likely to meet these criteria in Table 2.1.

Categories are defined as:

**Low**: scrub cover below 5% or absent (within the 50 x 50m sampling area)

**Moderate**: scrub cover lies between 10-20% (within the 50 x 50m sampling area). There must be at least 5 patches of established scrub greater than 1m in height and greater than 6 m2 (e.g. 2 m x 3 m) in extent (these should be present in but not restricted to the 50 x 50m area but should occur within the area where full ten SRS are located).

**Transition**: Where the unit supports woodland/dense scrub/hazel scrub transitions. This does not apply to glades (except in unit 6, Long Dale and Gratton Dale SSSI), but to the transition between ‘open’ grassland and dense scrub/woodland.

An SRS monitoring form for the moderate scrub category is included at Appendix 6 for the purposes of identifying requirements for the bid, with forms for other scrub categories provided on contract award.

Photographs should be taken (ideally from other side of dale if realistic). Locations and direction of photographs should be recorded and included in final report.

Ten figure grid reference and what3words should be taken in the centre of each SRS. GIS shapefiles should be provided if possible (but all GIS work should be quoted for separately).

Surveyor should stand within the centre of each SRS to carry out recording.

Although each SRS should be located in a grassland feature where possible (and a grassland monitoring stop should be located here where this is the case), this is not essential. NVC community should be noted.

**2.2.5.1 Low and Moderate scrub cover categories**

The purpose is to provide a comparison between habitat structure attributes at these two scrub level categories.

For each category there must be sufficient extent to record an approximate 50 x 50m grid. It is recognised that the terrain will reduce accuracy and grids may be approximate (paced) but contractors should calibrate beforehand to ensure the correct number of paces is used for 50m.

Where terrain allows, five SRS should be located within the grid as outlined in Figure 2.1. In each 50 x 50m plot. Scrub should be mapped within the grid pattern shown in Figure 2.1, along with other key features (bare ground larger than 1x1m, rock outcrops etc.). Scrub should be mapped in categories eg. single individual, groups of less than 4 individuals, clumps (using grid to indicate size of clump). Height (maximum) of scrub should be recorded.

**2.2.5.2 Transition category**

Sampling should take place in all units supporting woodland/dense scrub/hazel scrub transitions. Table 2.1 indicates where you should assume, when providing quote, that transition sampling should take place. Time estimates in table 2.1, assume that transition SRS will take place in these units.

It is NOT necessary to lay out and sample in a grid pattern within transitions. Ten SRS should be located along the transition.

***Figure 2.1: 50 x 50m grid for Structural Recording mapping (low and moderate scrub), with location for recording of five x 6m radius Structural Recording Surveys***



**Reporting**

Outputs are limited to electronically written up completed forms and maps. An additional report is not required. NVC survey is not required, though it is essential that surveyors can recognise and describe key communities in the field where maps are amended. All field notes should be provided as an output.

Payment

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

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. The invoice should be sent after all work is completed.

It is anticipated that this contract will be awarded for a period of 5 months to end no later than 30 November 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 writing in advance of any work commencing and may be subject to further competition.

***Table 2.3: Expected Project outputs and delivery dates***

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Evaluation Methodology

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

Technical – 70%

Commercial – 30%

Evaluation criteria

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

Separate evaluations will take place for each individual SSSI. Individual SSSI are Coombs Dale SSSI, Long Dale, Hartington SSSI, Long Dale and Gratton Dale SSSI, The Wye Valley SSSI, Topley Pike and Deep Dale SSSI and Via Gellia Woodland SSSI. You may submit a tender for as many or few as desired. Outputs for each SSSI should be

For **each separate SSSI**, as listed above, that you wish to provide a quote for, please complete a pricing schedule with reference to description of deliverables and outputs in this specification and returned in the following format (one table per SSSI):

Please also include total number of days available across all sites (and list preferred sites if days available are less than quote).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | Deliverable (refer to Table 2.1) | Day rate | Guide number of days | Actual number of days | Total cost |
| SSSI name | Grassland CSMCG2 climate change indicatorsHabitat structure: Structural Recording SurveysUnit summary assessmentsAES contact |  |  |  |  |
| GIS mapping |  |  |  |  |
| Travel and subsistence and other costs (please specify) |  |  |  |  |
| Total excl. VAT |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria  | Weighting (%)  | Evaluation Topic & Weighting  | Sub-Criteria  | Weighted Question  |
| Technical  | 70%  | Service / Product Proposal  | Approach and Methodology  | 1 Question Q1 (30% of technical score available)  |
| Capacity, Capability and Expertise  | 2 Questions Q2.1 (15% of technical score available) Q2.2 (15% of technical score available)  |
| Project Management  | 2 Questions Q3.1 (10% of technical score available) Q3.2 (10% of technical score available)  |
| Health and Safety | 1 QuestionQ4 (10% of technical score available) |
| Management of sustainability and social value  | 1 Question  Q5 (10% of technical score available)  |
| Commercial  | 30%  | Whole life cost of the proposed Contract  | Commercial Model  | (100% of commercial score available)  |

Technical (**70**%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score  | Definition |
| Very good  | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.  |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.  |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.  |
| Weak  | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met.  |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| Approach and Methodology  | Detailed Evaluation Criteria |
| Q1. Please confirm your understanding of the methodology and ability to deliver according to the specification. | Your response should:1) Demonstrate a clear understanding of the nature of the requirements and provide details of experience of and expertise in SSSI and Common Standards Monitoring, including examples of any previous contracts2) Demonstrate a clear, practical, achievable, and cost-effective approach to delivering the project requirements, with sufficient detail to allow full appraisal.3) Provide a clear and deliverable work plan. |

|  |  |
| --- | --- |
| Capacity, capability, and expertise | Detailed Evaluation Criteria |
| Q2.1 Please provide the relevant qualifications and experience of the key (named) personnel who will deliver the requirements of this project. | Your response should:Provide evidence of excellent ecological skills and expertise in grassland survey including experience of interpreting the NVC, including any local knowledge and experience interpreting communities present within the Peak District Dales SAC.Indicate breadth of experience within organisation, should any specified surveyor need to change.Demonstrate experience in interpreting grassland management.Indicate capacity to provide GIS shapefiles. This is desirable but not essential and should be separated from field survey element in bid.Provide CVs of all staff involved to include past contracts, qualifications, and practical experience.  |
| Q2.2 Please confirm your capacity for delivering the specification within the required timescales. | Your response should demonstrate your team has the capability for undertaking the project, with a proposed outline schedule or timetable of works. Referring to the tasks/activities outlined, your response should demonstrate:  Sufficient time allowed for each stage and task, in particular confirming that the survey visits can spread throughout the season as specified. Staff with appropriate level of experience and knowledge involved in each stage and task.  |

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

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

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

Commercial (**30**%)

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 30% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 70% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b)  | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number  |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no.  | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address  |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

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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 convictedIf 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

