

Date: 23/12/2021

Dear Sir or Madam,

TENDER FOR THE SUPPLY OF A HABITAT IMPROVEMENT AND TILTING WIER INSTALLATION PROJECT AT RSPB OLD HALL MARSHES.

You are invited to tender to provide the services to the RSPB.

The following documents are enclosed and must be, where applicable, completed and signed on behalf of the supplier.

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| Document A | Instruction and Information |
| Document B | RSPB: A Brief Introduction |
| Document D | Company Information |

Further details including:

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| Document C | Specification of Works |
| Document E | Form of Tender |
| Document F | Terms and Conditions |
| Document G | Certificate of Bona Fide Offer |

Can be found in further document RSPB Old Hall Marshes – Habitat improvement specification.

Appendices 1 to 5 include details on the work, including specs, maps, and images.

Your tender response should be emailed to Kieren.alexander@rspb.org.uk by the 17th of Feb 2021.

Only tenders submitted in accordance with the RSPB’s Terms and Conditions will be considered. Any tenders that are incomplete or received after the time indicated may be disregarded.

A site visit is strongly recommended, please contact Kieren.alexander@rspb.org.uk or 07864 943752.

If you wish to discuss any aspect of this tender prior to tendering, please email Kieren.alexander@rspb.org.uk.

If you do not wish to tender on this occasion, please let us know.

Thank you for your time and efforts in putting the information together.

Yours faithfully



Kieren Alexander – Site Manager RSPB Old Hall Marshes

11 th of January 2021

RSPB

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|  | **Document A****Instructions and information** |

1. This document is designed to be completed electronically. You are required to mark boxes, insert information or submit additional documentation in response to the questions herein. Whilst the text boxes should expand as you add text, if there is insufficient space for your response please attach a separate document clearly marked with the name of your Company, the reference number and the number(s) of the question(s) to which it relates. Please ‘sign’ this document by adding your name to the end of Document G.

The prelims and schedule of work can be found in the specification document.

Please complete the schedule of works and collection in this document (section 2 and 3) to provide a complete cost including prelims and works.

1. If you are unable to comply with a request for information or provide documentation requested then a written account explaining the absence of the information must accompany the return of this tender. Please be aware that the failure to respond to any of the questions, without a written reason, may result in a negative evaluation of that element within the overall evaluation of this questionnaire.
2. The RSPB may require supplementary information or clarification or further evidence of the information given. The RSPB may wish to visit reference sites given as evidence of relevant experience.
3. The RSPB may request interviews with all or a selection of applicants or none. Applicants will be notified in due course. The ability of suppliers may also be determined by, amongst other factors, references, certification, site visits and ‘mystery shopping’.
4. Please answer the questions specifically for your company, NOT for the group if you are part of a group of companies. Please note the term “Company” refers to: Sole proprietor, partnership, incorporated company, co-operative, or voluntary organisation as appropriate.
5. During the term of this agreement and for 1 year thereafter, neither party shall solicit to work for it any person who is or was employed by the other party and who has been involved in the provision of the Services at any time during the preceding 12 months. For the avoidance of doubt, if a person who is or was employed by the other party at the relevant time responds to a publicly advertised recruitment campaign, the recruiting party shall not be deemed to have solicited that person from the other party. If either party is in breach of this it shall pay to the other party an amount equivalent to the gross salary paid by that other party to the relevant employee for the final 12 months of employment.
6. No charge will be made to the RSPB by applicants for any preparation costs accrued during the tender process, whether the applicant was successful or not.
7. You are invited to submit your best offer for the work as detailed below. The RSPB reserves the right to undertake post-tender negotiations.
8. If you require any further information or clarification regarding this tender please email Kieren.alexander@rspb.org.uk
9. It should be noted that in any formal contract that is subsequently entered into, reference will be made to the detailed information provided in the formal response to this tender document provided by the successful organisation. Thus, answers and information given in your reply will become a binding part of the contractual relationship between yourselves and the RSPB.
10. Timetable

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| Invitation to Tender document sent out | 11th of Jan 2022 |
| Tender documents to be returned  | 17th of Feb 2022 |
| Award of contract | w/c 21st of Feb 2022 |
| Commencement of services / orders for goods | August 2022 |
| End of contract\* | November 2022 |

1. The RSPB does not bind itself to accept the lowest or any Tender, and reserves the right to accept part only of a Tender. RSPB reserves the right to procure individual elements of the required solution from one or more supplier as appropriate.

Whilst the RSPB aims to provide feedback on failed submissions this may not always be possible, and the RSPB is under no obligation to do so.

1. Tender Evaluation Process

Tenders that fail to meet essential requirements may be excluded from consideration.

Tenders that fulfil essential requirements will be evaluated on the basis of the most economically advantageous tender; weightings as detailed below.

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| **Criterion** |  **Weighting (%)** |
| Relevant Experience | 35 |
| Quality of Methods | 35 |
| Price | 30 |

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|  | **Document B****A Brief Introduction** |

The RSPB has secured funding from the EU funded Life+ scheme to carry out works to improve the habitats found at RSPB Old Hall Marshes

RSPB Old Hall Marshes is a 465 ha area of grazing marsh, reedbed, borrowdykes, saltmarsh and intertidal mudflats located in the Blackwater Estuary, Essex. The reserve has several designations ranging from national to international. It is a National Nature Reserve (NNR), Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), Special Area of Conservation (SAC) and Ramsar. These designations have been awarded both to Old Hall Marshes and to the Blackwater and Essex Estuaries for a range of wildlife features including internationally important numbers of wintering waders and wildfowl, the range of salt marsh plant and invertebrate species, and scarce breeding bird species such as redshank and pochard.

To improve the habitat found at RSPB Old Hall Marshes we propose to carry out the following, we will use material generated from reprofiling existing footdrains to renovate existing crossing points around the reserve. We propose to install a Tilting weir (RSPB to provide) and finally renovate several small islands into one larger island and top with shingle.

The works will ensure that we have increased compartmentalisation across the marshes, with finer and more water control. This will enable better management potential and the ability to be more dynamic with water levels. It will also mean that we have mitigated some of the potential impacts of climate change, as water will be better directed on site to critical areas. The newly reprofiled footdrains will create enhanced and new edges for breeding and passage waders including locally important numbers of lapwing and redshank. The new weir will allow the unrestricted passage of eels across the marshes and ensure better and more water control in addition to the renovated crossing points. The new and improved island will create new breeding habitat for the red listed and rare little tern, a designated species in the Blackwater estuary.

For details on the RSPB’s challenges and achievements in the previous financial year please go to

<https://ww2.rspb.org.uk/about-the-rspb/about-us/how-we-are-run/annualreview/>

For details on the RSPB Mission please go to

<https://ww2.rspb.org.uk/about-the-rspb/about-us/our-mission/>

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|  | **Document D****Company Information** |
| **1.0** | **General** |
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| **1.1** | **Registered Name**     **Trading Name (if different)** |
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| **1.2** | **Correspondence Details****Name of person applying on behalf of the company****Address:** **Telephone:****Mobile:****Email:** |
|  | **Registered office Address (if different from above)** |
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| **1.3** | **Company Registration No (if applicable)****VAT registration number (if applicable)****Certificate of Incorporation number** |
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| **1.5** | **Date company was founded (if a limited company, date of incorporation)** |
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| **1.6** | **Company structure and nature of company**Please outline the nature of the company, whether it is a partnership, sole trader, plc etc.      Is the company proposed as party to the contract part of a larger organisation? If so please explain the relationship between the various parts of the organisation, up to the ultimate holding company.     Current number of full time equivalent staff currently employed by the company (not larger parent company)      |
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| **1.7** | **Accreditation by / Membership of Trade Association(s)****Is your Company registered with any industry accreditation body? YES [ ]  NO[ ]** **If yes, please provide details:****Is your Company on any public sector Framework agreements? YES[ ]  NO[ ]** **If yes, please provide details:****Please state membership of any professional bodies/ other associations below:** |
| **1.8** | **Quality Assurance****Is all / part of your company ISO9001 Quality Assured? YES[ ]  NO [ ]** **Is all / part of your company ISO14001 Quality Assured? YES[ ]  NO [ ]** **If yes please provide copy of certification****Do you have any other Quality Assurance? If Yes, please summarise details below** |

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| **2.0** | **Financial & Business Probity** |
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| **2.1** | **Person responsible for financial matters within your company****Name:****Position:****Telephone:****Fax:****Email:** |
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| **2.2** | **Judgements etc.****Are there any judgements, claims or suits pending or outstanding against your company?** **Yes [ ]  No [ ]** If Yes, please provide full details**Has your company ever failed to complete a contract?** **Yes [ ]  No [ ]** If Yes, please provide full details |
| **2.3** | Please answer all of the following questions as they apply to your Company’s circumstances. Please confirm that:1) being a company, no resolution has been passed or Order of the Court made for the company’s winding up otherwise than for the purposes of bona fide reconstruction or amalgamation, nor has a receiver, manager or administrator on behalf of a creditor been appointed in respect of the company’s business or any part thereof, nor is it the subject of any proceedings for any of the above procedures, nor is it the subject of similar procedures under the law of any other state.**Confirmed [ ]  Not confirmed [ ]  Non-applicable** **[ ]** 2) being a partnership, it has not granted a trust deed or become otherwise apparently insolvent, or it is not the subject of a petition presented for sequestration of its estate.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 3) being an individual, you are not bankrupt, or have not had a receiving order or administration order made against you, or have not made a composition or arrangement or trust deed with or for the benefit of your creditors, or have not made any conveyance or assignment for the benefit of your creditors, or have not had a petition presented for sequestration of your estate or do not appear to be able to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EC member state.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 4) no Directors, Partners, Associates or the Company Secretary have been involved in any Company which has been liquidated or gone into receivership.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 5) none of the Directors, Partners, Associates or the Company Secretary have been convicted of a criminal offence relating to the conduct of their business or profession.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 6) neither the Company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 7) all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EC member state in which the Company is established has been fulfilled**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 8) all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or the EC member state in which the Company is established have been fulfilled.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** If you have ticked **‘Not confirmed’** for any questions above please give details here      |

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| **2.4** | Please list the names of any Director, Partner, Associate or Company Secretary who have been employed by the RSPB, giving department and dates.Please give details of any Director, Partner, Associate or Company Secretary who have a relative who is employed by the RSPB at a senior level.     Please list the names of any Director, Partner, Associate or Company Secretary who have any involvement in other Companies who provide services to the RSPB     Is any work being undertaken or likely to be undertaken during the next three years by the Company or staff within it which could give rise to a conflict of interest through acting for third parties or otherwise? If yes, please explain the actual or likely circumstances and how such potential conflicts of interest would be handled.      |

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| **2.5** | **Insurances (please supply a scanned copy of each certificate)** |
|  |  | **Insurer** | **Policy No** | **Value of Cover** | **Expiry Date** |
|  | Employers Liability |       |       |       |       |
|  | Public Liability |       |       |       |       |
|  | Prof. Indemnity |       |       |       |       |
|  | All Risks (if applicable) |       |       |       |       |

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| **2.7** | **Has your company (or any building/project you have undertaken) won any awards, accolades or recognition?****YES [ ]  NO [ ]** If yes please provide full details.      |

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| **3.0** | **Health & Safety and Environment** |
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| **3.1** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of health & safety legislation?**YES** **[ ]  NO** **[ ]** If yes please provide full details. |
| **3.2** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of environmental legislation?**YES [ ]  NO [ ]** If yes please provide full details. |
| **3.3** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of data protection legislation?**YES [ ]  NO [ ]** If yes please provide full details. |
| **3.4** | Have any restrictive clauses in relation to your company’s Employer’s Liability, Public Liability or Professional Indemnity Insurance policies been enforced in the last 5 years due to past Health & Safety performance?YES [ ]  NO [ ]  If yes please provide full details.       |