

Invitation to Tender – Grow Wild Seed Mixes 2017 for England and Wales

1. Introduction

1.1 Glossary

The Authority = Royal Botanic Gardens, Kew

The Supplier = the successful tenderer(s) who will be the responsible party to the contract for supplying the goods and services

The Distributor = The Authority's seed packet distributor, who will receive the seeds from the Supplier

1.2 Background to Royal Botanic Gardens, Kew and Grow Wild

Royal Botanic Gardens, Kew is a world famous centre for botanical and mycological knowledge. With our two inspiring gardens at Kew in London and Wakehurst in Sussex, we enchant our visitors with the wonder of plant diversity.

Grow Wild is the UK's biggest-ever wild flower campaign, bringing people together to transform local spaces with native, pollinator-friendly wild flowers and plants.

Funded by a grant from the Big Lottery Fund, Grow Wild is the national outreach initiative of the Royal Botanic Gardens, Kew (RBG, Kew). The Big Lottery Fund is a Non Departmental Public Body (NDPB) sponsored by the Cabinet Office. The Big Lottery Fund was established under section 36A of the National Lottery etc Act 1993.

During spring 2017, Grow Wild will:

- Distribute 5,000 seed kits across the UK - each kit will contain five packets of seeds, comprised of one each of five themed UK native seed mixes
- Distribute 5,000 individual seed packets – each packet will contain one of the five themed UK native seed mixes, of which there will be 1,000 each

In the campaign's sixth sowing season (commencing spring 2017), the Authority intends to distribute a total of 26,100 seed packets within England and Wales, which are the subject of this Invitation to Tender.

2. Requirements

2.1 Seed Mix Specification

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

- The Supplier must supply 26,100 seed packets, comprised of 5,220 of each of the five themed seed mixes detailed in Appendix 1.



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- Every seed mix must contain wild flower species appropriate for amenity use in England and Wales. Each seed mix must comprise widely distributed annual, biennial and perennial wild flowers originating within England and Wales (see Appendix 1 for full details on varieties).
- The Supplier must package the wild flower seed mix into foil packets appropriate to the weight of the seed mixes. The Supplier will then deliver the foil packets to the Distributor.
- The final composition of each mix must include at least 6 species. Additional or alternative species that meet the criteria detailed in this specification may be suggested by the Supplier and included in the mix subject to written agreement by the Authority.
- The Supplier must ensure that any substitutions to the species above shall be widely distributed, native or archaeophyte, annual, biennial and/or perennial wildflowers that originate in England or Wales, posing minimal risk of damage to locally adapted ecotypes of the same species.
- The Supplier must specify species composition using botanical names and percentage by weight of each species in the mix.
- The Supplier must ensure that annuals comprise at least twenty (20)% of the total weight of the seed mix.
- The Supplier must provide evidence that the seed specified is of traceable English or Welsh origin from a current or previous year's harvest.
- The Supplier must ensure that each seed mix is not contaminated with seed of unspecified species.
- The Supplier must 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 Supplier must 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.

It is intended that 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.

2.2 Testing

Prior to delivery to the Distributor, the Supplier must provide to the Authority, at the Supplier's own cost, samples of the proposed seed lots for viability testing.

Each sample must contain a minimum of 200 seeds.



Any lot found to be less than 70% viable will be rejected and the Supplier will 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 RBG Kew.

The Supplier will 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 21st November 2016.

2.3 Contract Schedule

The Supplier shall deliver the seed foil packets to the Distributor; a location to be confirmed by the Authority.

The Supplier shall undertake all precautions necessary during transportation of the seed mixes to ensure that the mixes are successfully delivered to the Distributor in accordance with the delivery dates.

The seed mixes shall be harvested, packaged and delivered in accordance with the schedule in Table 1. The dates below are provisional and may be subject to change by the Authority.

Table 1: Delivery Dates

Event	Deadline
Seed samples for viability testing to be delivered to Millennium Seed Bank	21 st November 2016
RBG, Kew viability test complete	16 th December 2016
RBG, Kew provision of notification of viability test results	19 th December 2016
Suppliers to provide the final list of seeds for the seed mix	21 st December 2016
Delivery of seed foil packets to the Authority's Distributor	1st February 2017

2.4 Terms and Conditions

The contract will be subject to the RBG, Kew, standard Terms and Conditions for Goods and Services, which can be found here: <http://www.kew.org/about/policies-and-announcements/procurement>.

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

The Supplier will be required to attend Contract meetings with the Authority to review the quality and performance of Goods provided. The Supplier will be given five (5) Working Days notice prior to any planned or unplanned meeting.



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

Payment to the Supplier shall only be made on the basis of successful completion of the steps listed in Table 2 below.

Table 2: Payment Schedule

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%

3. Procurement process

3.1 Tender Submission

Tenders to supply the 2017 Grow Wild seed mixes as specified in this document must be submitted to procurement@kew.org by 2pm on 21st October 2016, as stated in Table 3 below.

Your response to this Invitation to Tender must include:

- 3.1.1** Confirmation that all requirements listed in Section 2 of this document will be met
- 3.1.2** Proposed species by name, percentage composition and weight for each of the five seed mixes
- 3.1.3** A total price for meeting the requirements in Section 2 of this document, to include delivery to the Distributor, and a full cost breakdown

The indicative procurement timetable is shown in Table 3 below.

Table 3: Procurement Timetable

Event	Deadline
Deadline for suppliers to submit tenders	By 2pm, 21 st October 2016
Tenders evaluated	w/c 24 th October 2016
Purchase Order raised	28 th October 2016
Contract commencement	29 th October 2016

3.2 Tender Evaluation

Tenders will be evaluated according to the evaluation criteria described in Table 4 and Table 5 below.



Table 4: Evaluation Criteria

Evaluation Category	Weighting	Evaluation Criteria
Ability to meet essential requirements	Pass/Fail	Review of Supplier's statement in response to 3.1.1
Quality	50%	Scoring of Supplier's response to 3.1.2 above, applying the Quality Evaluation Criteria detailed below
Price	50%	Scoring of Supplier's response to section 3.1.3

Table 5: Evaluation Scores

Score	Description
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.

4. Contact Details

To submit a tender, or for questions and comments regarding this contract, please contact:

RBG, Kew Procurement Team

Email. procurement@kew.org

Further information about the Grow Wild programme is available at: www.growwilduk.com



Appendix 1: Seed Mixes

Seed Mix 1: Scent/Touch Mix

Scented or tactile species to provide non-visual interest.

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

Seed Mix 2: Countryside Mix

Countryside flowers and potentially two or three grass species.

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



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Seed Mix 3: Pollinator Mix

A 'pollinator-friendly' mix with a long flowering season and open flower shapes.

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

Seed Mix 4: Shade-tolerant Mix

Species which can grow in partial shade.

Mix	Botanical Name	Common Name
Shade-tolerant	<i>Agrimonia eupatoria</i>	Agrimony
	<i>Alliaria petiolata</i>	Garlic mustard
	<i>Betonica officinalis</i>	Betony
	<i>Campanula latifolia</i>	Giant bellflower
	<i>Campanula trachelium</i>	Nettle-leaved bellflower
	<i>Digitalis purpurea</i>	Foxglove
	<i>Galium album</i>	Hedge bedstraw
	<i>Hypericum perforatum</i>	Perforate St John's wort
	<i>Primula vulgaris</i>	Primrose
	<i>Prunella vulgaris</i>	Selfheal
	<i>Silene dioica</i>	Red campion



	<i>Silene flos-cuculi</i>	Ragged robin
	<i>Stachys sylvatica</i>	Hedge woundwort
	<i>Stellaria holostea</i>	Greater stichwort
	<i>Teucrium scorodonia</i>	Wood sage
	<i>Torillis japonica</i>	Upright hedge parsley
	<i>Agrostemma githago</i>	Corn cockle

Seed Mix 5: Night-time Mix (Mystery 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	<i>Digitalis purpurea</i>	Foxglove
	<i>Galium verum</i>	Lady's bedstraw
	<i>Glebionis segetum</i>	Corn Marigold
	<i>Malva moschata</i>	Musk Mallow
	<i>Primula veris</i>	Cowslip
	<i>Silene dioica</i>	Red campion
	<i>Silene noctiflora</i>	Night-scented catchfly
	<i>Silene vulgaris</i>	Bladder campion
	<i>Thymus polytrichus</i>	Wild Thyme
	<i>Verbascum thapsus</i>	Great Mullein
	<i>Centaurea nigra</i>	Common knapweed
	<i>Centaurea cyanus</i>	Cornflower
	<i>Glebionis segetum</i>	Corn marigold