

Invitation to tender - Pre-planted coir mats & plug plants

Tender Documents

October 2022

Broads Authority
Yare House
62-64 Thorpe Road
Norwich NR1 1RY

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PART A – Employers Information

1. Employers Tender Data

1.1 The *Employer* is:

Broads Authority, Yare House, Thorpe Road, Norwich, NR1 1RY, UK

1.2 The *Project Manager* is:

Sue Stephenson, Ecology & Design Supervisor, Broads Authority, 01603 756020 / 07971 156091, sue.stephenson@broads-authority.gov.uk

1.3 Statement of Requirement – Production and delivery of pre-planted coir mats and plug plants of specified wetland species

2. Time

2.1 The anticipated/planned *starting date* is:

Installation ready mats & plants required for delivery from w/c 20 March 2023. Must be delivered before 31 March 2023.

2.1 The *period for reply* to a communication is:

1 week

2.2 Contract Term:

Goods must be delivered before 31 March 2023

3. Risk and Insurance

3.1 The amount of the minimum limit of indemnity for insurance in respect of loss of or damage to property and liability for bodily injury to or death of a person (not an employee of the *Contractor*) due to activity in connection with this contract for any one event is £5,000,000.

3.2 The amount of the minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the *Contractor* arising out of and in the course of their employment in connection with this contract is £5,000,000.

4. Form of Contract and Conditions

- 4.1 The form of agreement is the Broads Authority Standard Supply of Goods Contract (available on request).
- 4.2 All communications and instructions between the *Contractor* and *Employer* are to be made through the *Project Manager*, or persons named by the *Project Manager*.

5. Supply Information

5.1 Specification

5.1.1 Pre-planted coir mats

- 250 x 2m x 1m coir mats, pre-planted with a mix of at least 60% *Typha sp.* and 40% *Phragmites australis*
- Minimum planting density of 10 plants per m² (20 plants per mat)
- Minimum plant height of 30cm on delivery

NB: *Typha* has been selected and prioritised owing to it being less susceptible to goose grazing. Alternative species mixes can be offered but will need justification and evidence of reduced palatability to geese.

5.1.2 Plug plants

- 11,500 x *Phragmites australis* 90cc maxi plug plants
- 3,200 x *Typha angustifolia* 90cc maxi plug plants
- Minimum plant height of 20cm on delivery

5.2 Delivery

Delivery to be from w/c 20 March 2023 and is likely to require a split load with two delivery locations in the Upper Thurne area (Horseley and Martham can be used to calculate delivery charges). Goods must be delivered before 31 March 2023.

5.3 Price

The Price List is to be based on the information and specification submitted by the Employer in Section 5.

6. Evaluation

6.1 Tender assessment and scoring

Evaluation of the returned tenders will be based on the following award criteria. For each criterion, a score from Table 1 will be awarded against the weighted delivery process category as shown.

Table 1
Assessment Scores

Assessment	Description	Score
Pre-Qualification		
Satisfactory response to a mandatory pass/fail question	Tender response will be included in the evaluation process	Pass
Failure to reply to a mandatory pass/fail question or response does not meet minimum requirements	Tender response will not be evaluated further and will be excluded from the tender	Fail
Tender Evaluation Questions		
Excellent	Exceeds the required standards Response answers the questions with precision and relevance. Includes improvement through innovation/added value	100%
Good	Meets the required standard Comprehensive response in terms of detail and relevance to the questions	80%
Acceptable	Meets the standard in most aspects but fails in some areas Acceptable level of detail, accuracy and relevance	60%
Limited	Fails to meet the standards in most aspects but meets some Limited information/inadequate/only partially addresses questions	40%

Assessment	Description	Score
Inadequate	Significantly fails to meet the standard Inadequate detail provided / questions not answered / answer not directly relevant	20%
Not eligible for consideration	Completely fails to meet the standard Response significantly deficient / no response	0

As indicated in the table above, each of the award criteria will be weighted so that the contract will be awarded to the tender considered to be the 'most clear, economical and offering a complete service'.

6.2 Evaluation Criteria

The evaluation of the returned tenders will be based on a set of criteria (set out below). Tenders will be scored according to the evaluation in Table 2.

Table 2

Evaluation Weighting

Criteria	Overall Weighting	Category	Category Weighting	Element	Element Weighting
Price	80	Cost	80	Cost/Competitiveness	80
<i>The calculation that will be used to determine price is as follows: $\text{Score} = \frac{\text{Lowest Tender Price} \times 80}{\text{Tender Price}}$ (maximum mark available)</i>					
Biosecurity	10	Quality	10	Biosecurity policy	10
Plant Density	5	Quality	5	Density of plants per m ²	5
Species	5	Quality	5	Mix/proportions of plant species	5
<i>Highest scores will be awarded to the proposal that offers a robust biosecurity policy, high density of plants and a species mix that meets requirements</i>					

Evaluation will be undertaken when all tender submissions have been received as per the deadline specified in this document.

The pre-qualification elements (section 8) will be assessed on a pass or fail exercise. All numbered elements need to be passed for the tender to be considered further.

The successful tenderer's responses to the evaluation questions (section 11) will then be evaluated on a qualitative basis.

A panel of Broads Authority representatives will review the responses individually. Once the individual evaluations have been completed, the panel will discuss all scores and confirm an agreed score for each criterion for each supplier to give the final total score.

7. Tender Submission Process

7.1 Submission Contents

All tender submissions must include a response to all sections of PART B, including the following items:

- | | |
|---|------------|
| a) Pre-qualification requirements | Section 8 |
| b) Supplier Tender Data | Section 9 |
| c) Price List | Section 10 |
| d) Evaluation Questions | Section 11 |
| e) Collusion Tendering and Canvassing Certificate | Section 12 |

7.2 Return Procedure

The deadline for tender returns is **12 noon, Friday 28 October 2022**. Any tenders received before this date will be safely stored and unopened until the deadline.

Completed tenders must be returned by email, as per the details below.

Email returns: tenders@broads-authority.gov.uk

Email subject must read: **"Broads Authority Pre-planted Coir Mats & Plants Tender"**

Any submissions received after the deadline will not be considered.

7.3 Tender Timetable

Date	Activity
Fri 7 October 2022	Invitation to Tender
Fri 14 October	Tender Clarifications Deadline
Wed 19 October	Deadline for publication of responses to Tender Clarification questions
12 noon, Fri 28 October 2022	Deadline for submissions of Tender to the Broads Authority
Mon 31 October 2022	Notification of successful/unsuccessful tenders and start of 7-day standstill period
Mon 7 November 2022	Expected commencement date for the Contract (after standstill period has ended)

* Clarification of technical queries or contract documents should be made to the *Project Manager*

PART B – Contractors Tender Information

8. Pre-qualification Tender Documents

In the common one-stage open tender process, qualifications are submitted alongside the proposal, so any company or consortium of companies may submit a proposal. However, proposals will only be further evaluated after checking that the respective bidder has met the pre-qualification criteria (that is, this is a pass/fail exercise).

Tenderers are required to include within the tender return sufficient information to enable the Broads Authority to evaluate the pre-qualification requirements as highlighted below:

- 8.1 Demonstration of supplier's capability of providing plants (both within coir mats and as plug plants) that are of provenance local to the Norfolk and Suffolk Broads.

9. Suppliers Tender Data

The Suppliers Offer

The *Supplier* is:

Name

Address

.....

.....

Company registration number or equivalent

Type of organisation (please tick if applicable):

Small and medium enterprise (SME)

☐

Voluntary, community, social enterprise (VCSE)

☐

Signed on behalf of the *Contractor*

Name (in capitals)

Position

Date

10. Price List

All items to be priced in accordance with the details given in the tender information. If any of the items cannot be supplied please indicate.

Item	Description	Quantity	Cost
1	2m x 1m pre-planted coir mats	250	
2	90cc maxi plug plants – <i>Phragmites australis</i>	11,500	
3	90cc maxi plug plants – <i>Typha angustifolia</i>	3,200	
4	Delivery	1	

11. Evaluation Questions

Please include in your tender response information which can be used to answer the evaluation questions.

- 11.1 Statement or policy detailing biosecurity measures in place to ensure non-native invasive species are not transferred from supplier base to delivery location within the products supplied (can be supplied as document attachment)

11.2 For coir mats, state the density of plants per m²

11.3 For coir, mats, state the available species mix, including proportions of each species

12. Certificates

Canvassing

I/we certify that I/we have not canvassed or solicited any member, officer or employee of the Broads Authority, in connection with the award of the tender or any other tender or proposed tender for the goods and services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the goods and services and that no person employed by me/us or acting on my/our behalf will do any such act.

Collusive Tendering: Certificate and Undertaking by Contractor

The essence of tendering is that the client shall receive bona fide competitive tenders from those tendering. In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of our tender by, under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts: -

- a. Communicating to a person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- b. Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done work in relation to this or any other Broads Authority tender.

Signed on behalf of the *Supplier*:

Name (in capitals)

Position

Signature

Date