

www.gov.uk/naturalengland

Request for Quotation

## 

## Request for Quotation

**Assess the mitigation potential of the Gateway Projects for two SACs in Buckinghamshire**

You are invite, to submit a quotation for the requirement described in the specification below.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

Your response should be returned to the following email address by:

Email: louise.crothall@naturalengland.org.uk

Date: 2nd December 2022

Time: 5pm

Ensure you state the reference number and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

[louise.crothall@naturalengland.org.uk](mailto:louise.crothall@naturalengland.org.uk) will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 04-Nov-2022 at 13:00 GMT |
| Deadline for clarifications questions | 25-Nov-2022 at 12:00 GMT |
| Deadline for receipt of Quotation | 02-Dec-2022 at 17:00 GMT |
| Intended date of Contract Award | 12-Dec-2022 |
| Intended Contract Start Date | 16-Jan-2023 |
| Intended Delivery Date / Contract Duration | 16-Jan-2023 to 31-Mar-2023 |

### 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):

|  |  |
| --- | --- |
| “Authority” | Means the Department for Environment, Food and Rural Affairs acting as part of Natural England |
| “RFQ” | Means this Request for Quotation and all related documents published by the Authority and made available to suppliers |
| “Contract” | Means the contract to be entered into by the Authority and the successful supplier. |

### 

### Conditions applying to the RFQ

You should examine your 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.

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RTQ may result in the supplier’s exclusion from this procurement.

### 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  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 Natural England. 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 about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

**Assess the mitigation potential of the Gateway Projects for two SACs in Buckinghamshire**

1. **Background to Natural England**

Natural England is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

Natural England was formally established on 01 October 2006 following the successful passage of the [Natural Environment and Rural Communities (NERC) Act 2006](http://www.opsi.gov.uk/acts/acts2006/ukpga_20060016_en_1) through Parliament. We are an independent statutory Non-Departmental Public Body.

The NERC Act sets out Natural England's purpose: to ensure that the natural environment is conserved, enhanced and managed for the benefit of present and future generations, thereby contributing to sustainable development. The Act states that this purpose includes:

* promoting nature conservation and protecting biodiversity
* conserving and enhancing the landscape
* securing the provision and improvement of facilities for the study, understanding and enjoyment of the natural environment
* promoting access to the countryside, open spaces and encouraging open air recreation
* contributing in other ways to social and economic wellbeing through management of the natural environment

1. **Background to Thames Solent Area Team**

The Thames Solent Area Team covers Berkshire, Buckinghamshire (including Milton Keynes), Hampshire, Isle of Wight, London, Oxfordshire and Surrey.

Sustainable Development is a hot topic for our Area Team due to the demand for growth and housing development. Wanting to be on the front foot and proactive to these demands this piece of work relates to a proposed innovative approach to avoiding and mitigating the impacts of recreational disturbance upon Special Areas of Conservation (SACs) in our patch. Building on the traditional approaches to mitigation of Suitable Alternative Natural Greenspace (SANG) and Strategic Access Management and Monitoring (SAMM).

1. **Requirement**

This project relates directly to two SACs in Buckinghamshire: Burnham Beeches and the Chilterns Beechwoods. Both have emerging Strategic Solutions to deal with recreational disturbance issues at differing levels of maturity. Both are taking forward the traditional SANG and SAMM methods of mitigation. However, at both sites we have been made aware of land holdings directly adjacent or in the near vicinity of the target SAC, that could be used for mitigation in a different direction.

Both SACs have honey pot locations upon them that are being heavily damaged by recreational pressure. There are at both locations several visitor facilities such as cafes, ample car parking and toilet facilities. The proposal in both cases is to move these visitor facilities (which could be considered as gateways) from within the SAC, onto these new pieces of land directly adjacent. Members of the public will still feel they are visiting the SAC but will be starting their visitor experiences on non-designated land. Meaning that those people that don’t deviate from the facility hubs will never impact the SAC. Those going for a walk or visiting further, will have their impact lessened as a proportion of their visit will be upon non-designated land. It is in fact a hybrid approach of SANG and SAMM. Providing an alternative location for recreation, but also providing several SAMM benefits in terms of education away from the SAC.

As it currently stands, we have the industry standard 8ha / 1000 head of population to work out what a traditional SANG would offer in terms of mitigation.

This project proposal is for a piece of work to provide Natural England and thus the LPAs satisfaction that these mitigation proposals will unlock a specific quantum of mitigation. Any metric approach is possible providing it offers certainty through the Habitats Regulations. That it will mitigate impacts of recreational disturbance, in combination with SANG and SAMM.

Natural England have no preconceptions as to what the metric looks like. Whether it is a per person per hectare metric, or just calculates a one-off figure for each mitigation proposal. This is within the professional gift of the consultancies.

1. **Scope of the specification**

This specification is for a one-off piece of work. Using the methodologies that are used currently when calculating mitigating factors for Habitats Sites. Primarily on recreational disturbance, but we are happy to use experience from other impact pathways. To allow Natural England initially to consider whether there is merit in pursuing a “Gateway Project” approach to mitigation. To work in partnership with SANG and the SAMM.

1. **Outputs and Contract Management**

The final output of this project will be a report and or metric discussing how much mitigation potential a “Gateway Project” has, and what criteria generate that. With the final document to be delivered at the end of March 2023.

This contract shall be managed on behalf of the Authority by Louise Crothall within the Thames Solent Team at Natural England. Monthly steering groups will be required as a minimum with the potential for extraordinary meetings as required. The steering group should be made up of appropriate consultant staff members, Louise Crothall, Ellen Satchwell and Sarah Clarkson at Natural England. The main method of contact shall be email, but the use of MS Teams is encouraged.

The deliverable will be a report or metric presented digitally to Natural England. Upon completion a presentation to Natural England colleagues from Thames Solent and West Anglia Area Teams, and Marc Turner from the Flexible Casework Unit.

* + W/C 16th January 2023 – Inception meeting between project officers and supplier at Northgate House, Reading
  + Monthly MS Teams meetings them forthwith
  + W/C 1st March 2023 – Draft report due to project officer in digital format via e-mail
  + W/C 20th March 2023 – Final report due to project officer in digital format via e-mail
  + W/C 27th March 2023 - Presentation to be run either F2F at Northgate House, Reading or virtually through MS Teams
  + Contract completion by 31st March 2023

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. To be invoiced after all the work has been completed.

1. **Supporting Documentation**

Natural England would request that we see the following documentation when reviewing tenders relating to this piece of work.

* + Risk Assessments
  + Research Methodologies
  + Health & safety Policies/certificates
  + Environment Policies
  + VAT registration number
  + Public Liability Insurance
  + Professional Indemnity Insurance
  + CV’s
  + Past Work
  + Sustainable Procurement Practices

1. **Sustainability**
2. As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which they have been awarded or are working towards.
3. **Operational Sustainability -** Explain to Natural England what your organisation is doing to incorporate sustainability within its operations. This may include any details you are able to provide in relation to steps you may be taking to reduce your carbon footprint.
4. **Environmental Management -** Detail what you will do to assess the environmental impact of completing this project and provide mitigations. Examples may include operational measures to reduce emissions and noise impacts, efficient energy use, efficient use of raw materials and minimisation of waste where possible.
5. **Transport –** Please explain how your organisation goes about minimising the environmental impact of transport in delivery, particularly emphasising any aspects that could be relevant to the delivery of this contract. This could include the transport distances of materials, promoting green travel plans to site for employees, car sharing, use of minibuses, use of cleaner fuels for transport etc.
6. **References -** Provide references from previous works where sustainability was integrated throughout delivery
7. Please provide details of any **carbon reporting** currently being undertaken

It is anticipated that this contract will be awarded for a period of 11 weeks to end no later than 31/03/23. 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 advance of any work commencing and may be subject to further competition.

**Prices**

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

**Bid format – pricing schedule**

**Include a pricing schedule** ensuring that costs can clearly be seen against personnel, travel and subsistence, materials, other identified costs, and that these link to core activities/tasks. Example below (adapt as appropriate)

**VAT** – please confirm whether your business is VAT registered.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Individual | Number of days | Daily rate excluding VAT | Additional costs incl T&S (please specify) | Total excluding VAT |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| Final total excluding VAT |  |  |  |  |  |
| Final total including VAT (if relevant) |  |  |  |  |  |

**Quotation Submission**

Suppliers are expected to provide a **quote for the full duration of the project** (all figures to be ex VAT and inclusive of VAT).

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

Price – 50%

Quality – 50%

The following quality criteria are weighted in accordance with the importance and relevance

attached to each one.

|  |  |  |
| --- | --- | --- |
| **Criteria** | Weighting | **To include:** |
| 1. **Method** What is your proposed methodology to deliver the outlined tasks?  Understanding of the key aims and requirements of the project, tasks and intended outputs | 20 | An initial outline of what material/expertise is to be used and how the mitigation potential will be evaluated.  Identification of key tasks, with a proposed timeline and milestones.  Clear delivery plan. |
| **2.Staff and skills.**  Evidence of previous research skills, knowledge, and experience  Key Personnel, their roles, and contributions to the project | 25 | CVs and a minimum of two relevant examples of work including names and contact details for these clients/referees  The team structure and projected time allocations for all individuals in days, set against your identified main tasks.   * Link to pricing schedule. (See below) |
| **3. Understanding of Risk/Constraints** | 5 | * Identify risks and how they will be mitigated |

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| --- | --- |
| **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. |

### 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.

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.

**Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the contractor 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.