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Request for Quotation – Cumbrian Uplands Assessment

7th July 2023

Request for Quotation

Cumbrian Upland Assessment

You are invited to submit a quotation for the requirement described in the specification in 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: susan.fryer@naturalengland.org.uk

Date: 24/07/2023

Time: 5pm

Ensure you state 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

Lois Browne will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification 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	10 th July 2023 at 12:00 BST
Deadline for clarifications questions	17 th July 2023 at 17:00 BST
Deadline for receipt of Quotation	24 th July 2023 at 17:00 BST
Intended date of Contract Award	25 th July 2023
Intended Contract Start Date	26 th July 2023
Intended Delivery Date / Contract Duration	27 th September 2023

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):

"Authority"	means the Department for Environment, Food and Rural Affairs acting as part of Natural England, who is the Contracting Authority.
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“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 in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RTQ 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 standard purchase order terms and conditions provided as part of the RFQ at the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/527185/purchase_order_terms_and_conditions.docx

will be included in 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, inclusive 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:

1. Central Contracting Authority's: £12,000
2. 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

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 to 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](#).
- meet the standards set out in the [Government's 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 understand 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

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](#)

Many pieces of land in the Cumbrian Uplands have been entered into Higher Level Stewardship (HLS) agreements and many of these are expiring in 2024. These agreements were intended to maintain and where necessary restore the condition of upland habitats to good condition. Each agreement has written 'Indicators of Success' (IOS) Many agreement holders will be applying to have their HLS agreements extended, but this is only possible if agreements were set up appropriately to cover all priority habitats and if the agreements are achieving their IOS.

Although the general principle of the extension process is that significant changes to the agreement cannot be made, if changes to the stocking calendar can be agreed before the extension process begins, such that Natural England believes that IOS can be met, then extensions may still be possible.

The condition of sites must be assessed so that decisions can be made on: (a) whether to extend the HLS agreement in its current form (b) whether to discuss changes to the stocking calendars with agreement holders to make the HLS agreement suitable for extension (c) suitable prescriptions under any future Agri-environment schemes (e.g. if the HLS is not extended and an application to Countryside Stewardship or any Future Farming Scheme is made) Natural England advisors will be carrying out the bulk of these site assessments, but we require the assistance of contractors to assess some of the larger upland land parcels.

Where some of the land is designated as a Site of Special Scientific Interest (SSSI), there will always be an IOS that says "Any SSSI land should be in favourable or recovering condition." Therefore, it is essential that all assessments are compatible with SSSI Common Standards Monitoring the areas of land to be assessed and any associated SSSIs, are listed in Annex 1.

Contractors may submit quotes for all or some of the sites listed. Prices should be given for each individual site that the contractor is willing to assess, and the contractor should indicate how many sites in total (or approximate total area in ha) that they have the capacity to assess in the time available. Having assessed all quotations received, Natural England will match sites to contractors and issue contracts accordingly.

Access Permissions

Natural England will obtain general permissions for these assessments to take place and will inform agreement holders that they be carried out by contractors. The Contractor will need to **contact agreement holders** to inform them of the dates when the site assessment will take place. This will allow the contractor to discuss any access issues, if necessary, e.g., parking places that will not obstruct access by others.

Natural England will provide:

1. Contact details for the agreement holder(s)
2. Any detailed habitat maps that are available
3. Favourable Condition Tables for any SSSI land that is to be assessed
4. HLS agreement maps and extracts from HLS agreements that show the IOS can be accessed will also be provided by the Natural England Officer.

The contractor will provide:

For any sites where the contractor already holds recent survey information this should be supplied to Natural England. 'Recent' should generally be taken to mean survey work undertaken since 2020, though any additional information that you feel would be useful to us would also be welcome.

Site Assessment A. Methodology, non-SSSI

1. Check whether site includes any land within a biological SSSI, if it does, also refer to part B below.
2. Check whether site includes any land within a geological SSSI. If so, assess any biological features on it according to part (A) but whilst visiting the SSSI, note any obvious damage occurring within it (e.g., excavations, tipping of rubbish or any other materials). Detailed identification or assessment of geological features is not expected.
3. Check HLS Indicators of Success (IOS) against the generic form provided at Annex 2. Where the generic form does not contain measures to allow assessment of all aspects of the IOS, edit the form to include additional measures.
4. Check best available habitat mapping for site - may be the Farm Environment Plan (FEP) that was written at the start of the HLS, or other sources. Note that FEPs are of variable quality depending on who the agreement holder employed to carry out the work. Also check aerial photos (as available online)
5. Divide the site up into geographic units of a size that it is possible to walk around in a day (as a very rough guide c200ha, but may vary depending on terrain, and the number and variety of habitats present)

6. For each habitat type with an IOS, plan survey route within each geographic unit to take in a representative sample. The aim should be to be able to give an overview of the condition of habitats across the complete site. However, this may need to be adapted once you are on site if existing habitat maps are inaccurate.
7. Use the generic form for each habitat type (see Annex 2) and record the required measurements against each attribute at a representative selection of 'stops' on your survey route. For main habitats present there should be 20 stops per unit. For minor habitats (e.g., those that cover a small area) use your discretion to decide how many stops are useful to record the condition of the habitat. Record actual values (e.g., % cover, number of species) rather than just a yes/no answer as to whether the target is met
8. Whilst walking over the site, continue to observe habitat condition in between stops and note down your observations as you go. Include any instances of 'damage' noted such as stock feeding sites, vehicle tracks, fires, ditches, etc
9. For blanket bog, carry a simple peat probe (e.g., stout bamboo cane marked in 10cm intervals) and record peat depth at stops. Assess any areas of peat >40cm deep against blanket bog criteria, regardless of vegetation composition (unless obviously not).
10. For wet heath, assess any areas of peat <40cm deep against wet heath criteria, regardless of vegetation composition (unless obviously part of a spring, flush or fen system).
11. For dry heath, assess all areas capable of restoration to dry heath according to dry heath criteria. i.e., assess all areas of acid grassland with even minor components of dwarf shrub against dry heath criteria. This is important as it allows assessment of whether any 'moorland restoration' management option is delivering its objectives. N.B the indicator of grazing pressure (% of shoots grazed) is particularly important for this.
12. For any other habitats, if relevant, assess degraded/fragmented examples in the same way as suggested above for blanket bog, wet heath, and dry heath.
13. In the case of any upland cliffs and screes (or other habitats) that cannot be safely accessed, the habitat should be viewed through binoculars and the observations on habitat condition that can be made in this way should be recorded, noting this method of observation
14. If there are any features (primarily habitats) present that do not have an IOS set but which you think merit inclusion within any Agri-environment agreement, indicate their location on a map (NB accurate habitat mapping is not expected) and provide a summary of their overall condition.
15. Record locations of each stop (GPS grid reference)
16. Take a few representative photographs (e.g., 5-10 per geographic unit) that illustrate 'good' and 'bad' condition, where applicable
17. Produce annotated map showing location of stops (showing which habitat was recorded at each stop)

18. Produce annotated map showing main observations on habitat condition both at and between stops. If there is a noticeable gradient in grazing pressure or any other environmental factor, indicate this. Include any instances of 'damage' noted such as stock feeding sites, vehicle tracks, fires, ditches, etc

19. Write a summary of the condition of the geographic unit, including all the habitat types present and highlighting the instances where the habitats do not meet the definitions of favourable.

For a habitat within a geographical site unit to be regarded as favourable, it should pass the assessment criteria at 90% of stops. Include both observations made at 'stops and other observations made whilst walking over the site. Include any observations that you can make on the reasons why any habitats are not favourable and likely direction of change of habitats.

Particular attention should be paid to whether the current grazing pressure is likely to allow recovery of any degraded habitat.

Site Assessment B Methodology -SSSI

If the site includes any land within a biological SSSI, in **addition to A methodology**:

1. Obtain most up-to-date Favourable Condition Table (FCT) for the site from Natural England (N.B any versions available on-line may not be the most up to date)
2. Check the geographic SSSI units that the site is divided up into (see www.magic.gov.uk). Use these as the units referred to in A5 and A6 above
3. Check generic form (where available) for the habitat (see Annex 2) against the FCT and if different, amend to match the FCT 4. If there is no generic form, construct a form to record all measures included in the FCT
5. Contractors should also identify ditch and drain systems from aerial photographs and then make a preliminary assessment in the field of whether these drainage systems appear to be active and affecting the hydrology of the habitats present (i.e., is any remedial action likely to be required for the habitat to be restored to (or maintained in) favourable condition.

Outputs:

A written report will be produced that includes the following:

1. Map showing the geographic units that the site has been divided into for assessment purposes.
2. For each of the above geographic units, completed forms with data on each attribute, recorded for each of the above geographic units, completed forms with data on each attribute, recorded for each habitat that has an IOS or which is an SSSI interest feature - and highlighting any failure to achieve condition targets at any stop

3. An annotated map showing the location of stops made in each habitat type (and showing which habitat was recorded at each stop, e.g., DH1 for Dry Heath stop no 1, DH2 for Dry Heath stop no2, BB1 for Blanket Bog stop number 1, etc)
 4. An annotated map showing your main observations of habitat condition, plus the general locations of any features that merit management under an Agri-environment agreement but that do not currently have IOS
 5. A written summary of the condition of each habitat in each unit, clearly explaining any failures to meet the targets for that habitat. Write comments on what changes (if any) should be made to management to ensure it reaches good condition. The written description should contain as much as you are able to add in terms of management recommendations (you may not have full details of how it's managed but if there is any management that you think should be altered or investigated, you should make a note of this).
 6. Photographs illustrating examples of good and bad habitat condition for each feature present, if possible, illustrating the range of variation present on the site
- Natural England will provide:
- Contact details for the agreement holder(s)
 - Any detailed habitat maps that are available
 - Favourable Condition Tables for any SSSI land that is to be assessed

Submit completed typed-up forms and reports to Natural England as soon as possible but by 27th September 2023 at the latest.

Quotation Submission

There are four groups of sites which require survey as follows:

Survey Group	Approx area (hectares) to be assessed
Corney Waberthwaite & Birkby Fell	1457
Lonscale Fell	313
Ravenstonedale Common	2385
Subberthwaite, Blawith, & Torver Low Common	1821
Ulpha Fell	1452

These are shown on a map provided in Annex 1.

Contractors may submit quotes for all or some of the groups listed. Prices should be given for each individual group that the contractor is willing to assess, and the contractor should indicate how many groups in total that they have the capacity to assess in the time available.

Having assessed all quotations received, Natural England will match survey groups to contractors and issue contracts accordingly.

Please give total price for delivery of the contract but also itemise to show day rates for work and indicate how many hectares will be assessed per day and any expenses charged.

Please also include:

- Your key personnel who will be directly involved with this contract and details of their experience and knowledge of upland grassland habitats and their condition assessment.
- A brief project plan showing your understanding of the tasks required and estimated time required for each task.
- Quality Assurance measures
- Details of how you will identify and manage Health and Safety risks

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. Invoices should be submitted after all the work has been completed.

It is anticipated that this contract will be awarded for a period of 2 months to end no later than 1st September 2023. 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.

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 – 60%

Commercial – 40%

Evaluation criteria

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Technical	60%	Service / Product Proposal	Key personnel	1 Question Q1 (40%of technical score available)
			Project Plan	1 Question Q2 (40% of technical score available)
			Quality Assurance measures	1 Question Q3 (10% of technical score available)
			Health & Safety	1 Question Q4 (10% of technical score available)
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	1 Question Q5 (100% of commercial score available)

Technical (60%)

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.

Key Personnel	Detailed Evaluation Criteria
Q1 Provide details of the key personnel who will undertake the contract, their experience and knowledge of upland grasslands and condition assessment.	Your response should: 1) Demonstrate a clear summary of the experience of each of the personnel working on the project, with a breakdown of who will be undertaking specific tasks. For the fieldwork personnel undertaking grassland surveying give details of their botanical identification skills and experience of condition assessment of grasslands, with reference to northern UK hay meadows.

Project Plan	Detailed Evaluation Criteria
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Q1 Provide details of the methodology, tasks required, and estimated time required for each task	<p>Your response should:</p> <ol style="list-style-type: none"> 1) Demonstrate a clear understanding of the nature of the requirements. 2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements. 3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.
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Quality Assurance	Detailed Evaluation Criteria
Q1 Provide details of your Quality Assurance measures	Your response should include a clear explanation of how you will ensure quality assurance of the contract.

Health and Safety	Detailed Evaluation Criteria
Q1 Provide details of your Health and Safety measures and processes.	Your response should include a clear explanation of how you will identify and manage Health and Safety risks

Commercial (40%)

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.

Calculation Method

The method for calculating the weighted scores is as follows:

1. Commercial

Score = (Lowest Quotation Price / Supplier's Quotation Price) x 40% (Maximum available marks)

2. Technical

Score = (Bidder's Total Technical Score / Highest Technical Score) x 60% (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:

1. Completed Commercial Response template
2. Separate response submission for each technical question (in accordance with the response instructions)
3. Completed Mandatory Requirements (Annex 1)
4. 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(s) will be issued the contract via a Purchase Order.

Contract Management

This contract shall be managed on behalf of the Authority by Lois Browne, although some detailed queries might need to be referred to other staff more closely involved with the sites involved.

Before starting site assessment, successful contractor(s) will arrange a start-up meeting with the NE Project Officer to ensure they understand the work required and have all the background information required.

Once the assessment is complete, the contractor should arrange a review meeting with the NE project officer to discuss the completed survey forms and other outputs report and agree any changes required.

An invoice should be submitted after the completed forms and other outputs have been received by Natural England.

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

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)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p> <p>Identity of who has been convicted If the relevant documentation is available electronically, please provide the web address, issuing</p>	

	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 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

Question no.	Question	Response
2.2(a)	The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , 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 _____

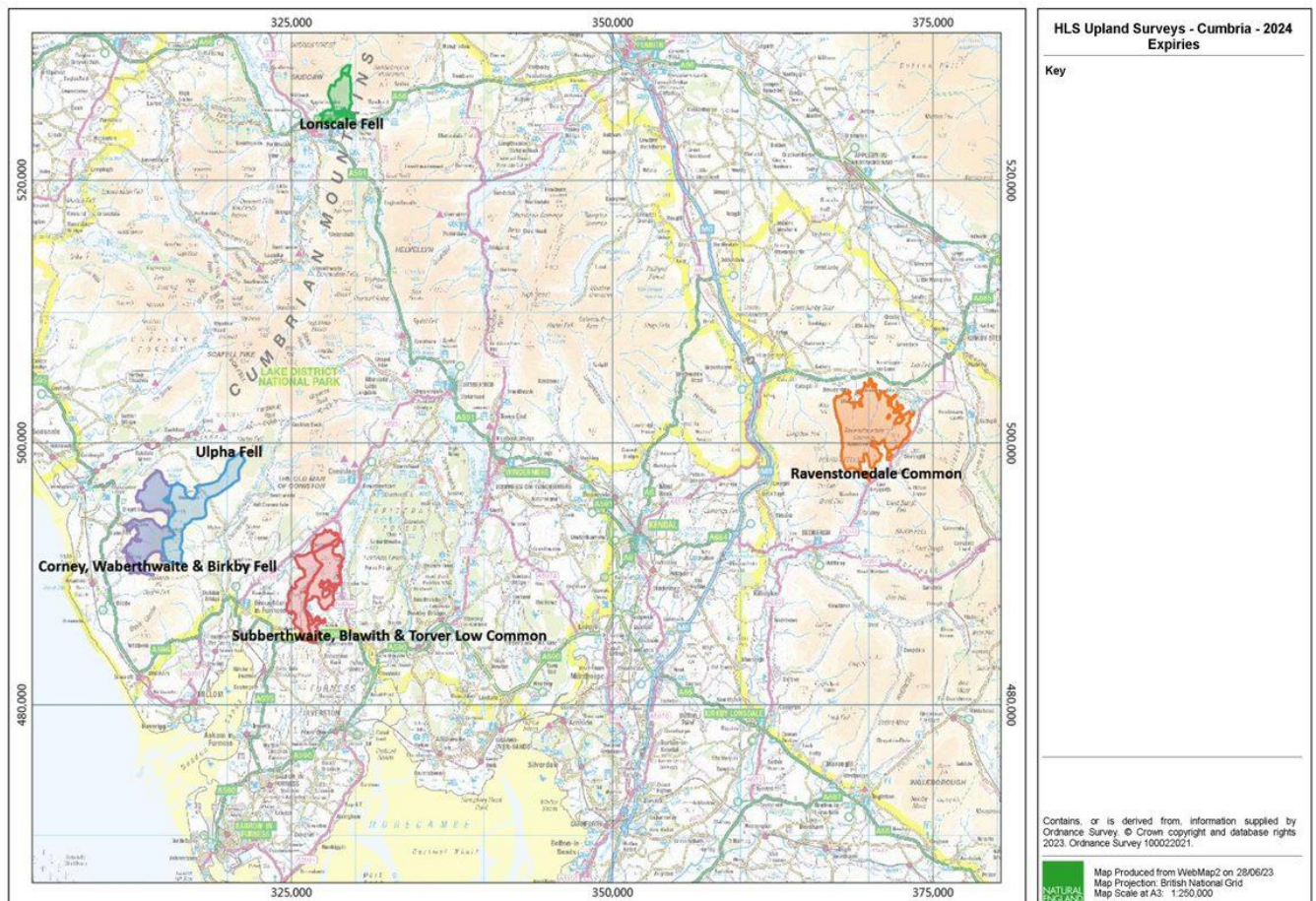
Print Name _____

Position _____

Date _____

Annex 3 Supporting Technical Information.

1). Map showing location of survey groups.



2.) Annex 3.2

Sites to be
assessed:

Name of land	All or part of agreement area to be assessed?	HLS expiry date	Approx area (ha) to be assessed *	All or part SSSI	SSSI name	SSSI to be assessed	Features/IOS (see below for explanation of abbreviations)
Subberthwaite, Blawith and Torver Low Commons	All	30/04/2019	1821	All	Subberthwaite, Blawith and Torver Low Commons SSSI	Yes	BB, UCS, DH, WH, VMSF, S
Corney, Waberthwaite and Birkby Commons	All	30/04/2024	1457	Part	Brantrake Moss and Devoke Water SSSI	No	BB, UCS, WH, VMSF, S
Lonscale Fell	Part	30/04/2024	313	All	Skiddaw Group SSSI	Yes	BB, UCS, DH, WH, VMSF
Ravenstonedale Common	All	30/11/2024	2385	Part	Backside Beck and Spen Gill SSSI Langdale, Bowderdale and Carlin Gill SSSI, Pinskey Gill SSSI	Yes, but they are all geological/geomorphological sites so need a quick check only	DH/WH BB, VMSF, S
Ulpha Fell Common	All	30/04/2024	1452	Part	Brantrake Moss and Devoke Water SSSI	No	BB, UCS, DH, VMSF

*Area included as rough guide but contractors should also check this against agreement maps provided

Feature/IOS abbreviations	Habitat Type requiring assessment
BB	Blanket bog
UCS	Upland Cliffs & Scree
DH	Dry heath
WH	Wet Heath
VMSF	Valley Mires, Springs and Flushes
S	Scrub/bracken

3.) Natural England Higher Level Stewardship Farm Environment Plan (FEP) Handbook 3rd Edition (2010) extracts pages 75 & to 77.

4.) 2024 HLS Cumbria Meadows Assessment Forms

