Request for Quotation

Falmouth Bay to St Austell Bay SPA: maerl drop down video and side scan sonar survey data collection, analysis and report writing

04/07/2024

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Falmouth Bay to St Austell Bay SPA: maerl drop down video and side scan sonar survey data collection, analysis and report writing

You are invited to submit a quotation for the requirement described in the specification, 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: Esther Hughes ([esther.hughes@naturalengland.org.uk](mailto:esther.hughes@naturalengland.org.uk)) and Angela Gall ([angela.gall@naturalengland.org.uk](mailto:angela.gall@naturalengland.org.uk))

Date: 22nd July 2024

Time: 17:00

Ensure you include 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

Esther Hughes will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 05-JULY-2024 at 17:00 GMT |
| Deadline for clarifications questions | 15-JULY-2024 at 17:00 GMT |
| Deadline for receipt of Quotation | 22-JULY-2024 at 17:00 GMT |
| Intended date of Contract Award | 09-AUG-2024 |
| Intended Contract Start Date | 19-AUG-2024 |
| Intended Delivery Date / Contract Duration | 17-MAR-2025 for delivery of final report and data products |

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):

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

Failure to comply with the instructions set out in the RFQ 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

* Low Value Terms & Conditions (used for purchases under £10k)
* Standard Good and Services Terms & Conditions (used for purchases under £50k)

can be located on the

[NATURAL ENGLAND WEBSITE](https://www.gov.uk/government/organisations/natural-england/about/procurement)

and will be applicable to 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, exclusive 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:

* Central Contracting Authority’s: £12,000
* 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

In order 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 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 Defra/NE 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](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/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 have an understanding of 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

## 1. Introduction

The Falmouth Bay to St Austell Bay SPA was designated on 31 October 2017 and contributes to the UK’s suite of Natura 2000 sites and overall MPA network. The site was designated for three qualifying bird species, and offers protection to both the bird species and their supporting habitats..

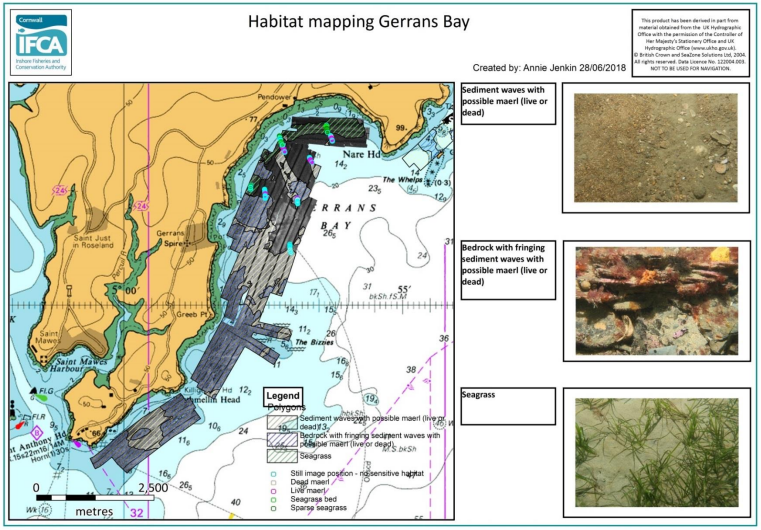
|  |
| --- |
| The SPA was designated (under the EC Habitats Directive) for the following Annex I species |
| Black-throated diver, *Gavia arctica* - A002, nb |
| Great northern diver, *Gavia immer* - A003, nb |
| Slavonian grebe, *Podiceps auritus* - A007, nb |

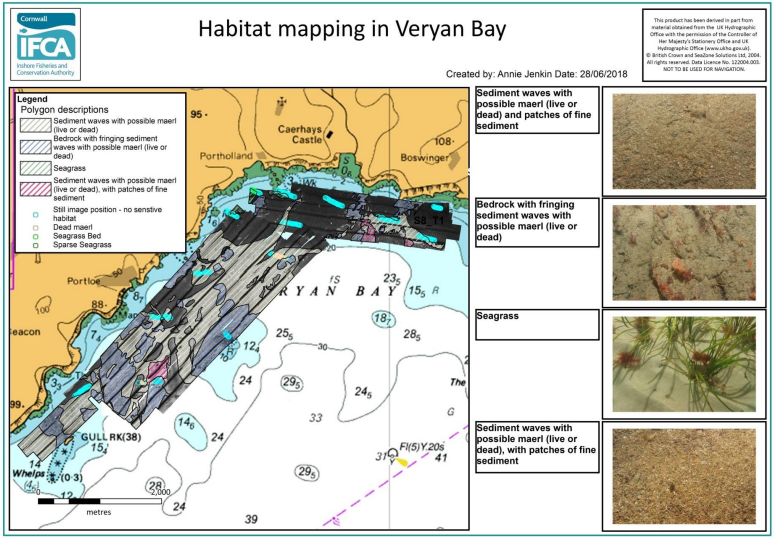
For full site details please see: [Designated Sites View (naturalengland.org.uk)](https://designatedsites.naturalengland.org.uk/SiteGeneralDetail.aspx?SiteCode=UK9020323&SiteName=falmouth%20bay&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=)

## 1.1 Survey area

This survey will collect baseline data from sites within the Falmouth to St Austell Bay SPA (see figure 3).

In September 2023, maerl habitats in the SPA were surveyed by Natural England and contractors (see figure 1 and table 1), are also known from Seasearch surveys, and the most recent side-scan sonar and camera survey carried out in St Austell Bay by the Cornwall Inshore Fisheries Conservation Authority (CIFCA) in 2023/4. We are aware of additional areas within the SPA which are not fully mapped and require investigation. The results of the acoustic and drop-down video mapping survey of St Austell Bay within the SPA will be available at the end of June 2024 to inform this proposed survey.

  
Figure 1. Polygons representing different habitats in Gerrans Bay using side-scan sonar data which was ground-truthed using drop down video (Jenkin et al. 2016d).

  
Figure 2. Polygons representing different habitats in Veryan Bay using side-scan sonar data which was ground-truthed using drop down video (Jenkin et al. 2016d).

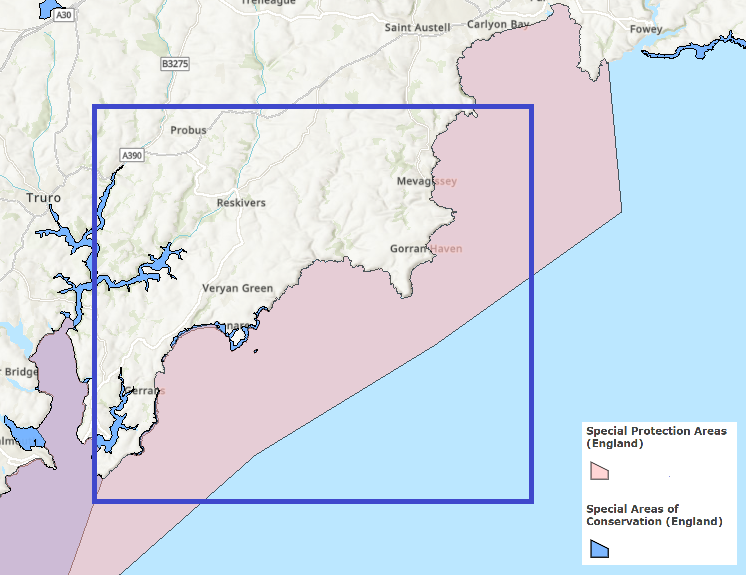


Figure 3. Proposed survey location. Bays in this location where depths and conditions correlate for maerl beds.

## 1.2 Previous Surveys

Allen, C., Axelsson, M., Dewey, S. & Wilson, J. (2014). Fal and Helford SAC maerl drop-down video and dive survey 2013. A report to Natural England by Seastar Survey Ltd., 89 pages. <https://publications.naturalengland.org.uk/file/6285497528745984>

Bunker, F. St P.D. (1992) Survey and monitoring in the Roseland Voluntary Marine Conservation Area. Report to the National Rivers Authority, January 1993

Doggett, M. and Northen, K.O. 2024. 2023 Fal, Helford and St Austell Bay maerl habitat surveys. [NECRXXX]. Natural England. In progress, but will be made available for the proposed survey in 2024.

ENVISION MARINE LTD. 2024. Falmouth Bay to St Austell Bay SPA Maerl Mapping Project. Report No. 20240328 [NECRXXX]. A report for Natural England by Envision Marine Ltd. In progress, but will be made available for the proposed survey in 2024.

Jenkin, A., Street, K., Matthews, R., Trundle, C. and Naylor H. (2016a). Verifying acoustic signals for habitat classification within St. Austell Bay, Veryan Bay and Gerrans Bay. Annex 9. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. Available at: <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/StAustellGerransVeryanDDVSSS2016-ANNEX-9.pdf>

Jenkin, A., Street, K., Matthews, R., Trundle, C. and Naylor H. (2016b). Verifying acoustic signals for habitat classification within St. Austell Bay, Veryan Bay and Gerrans Bay. Annex 10. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. Available at: <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/StAustellGerransVeryanDDVSSS2016-ANNEX-10.pdf>

Jenkin, A., Street, K., Matthews, R., Trundle, C. and Naylor H. (2016c). Verifying acoustic signals for habitat classification within St.Austell Bay, Veryan Bay and Gerrans Bay. Annex 11. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. Available at: <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/StAustellGerransVeryanDDVSSS2016-ANNEX-11.pdf>

Jenkin, A., Street, K., Matthews, R., Trundle, C. and Naylor H. (2016d). Verifying acoustic signals for habitat classification within St. Austell Bay, Veryan Bay and Gerrans Bay. 2016 Summary Report. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/StAustellGerransVeryanDDVSSS2016.pdf>

Jenkin, A., Trundle, C., Sturgeon, S., Daniels, C. and Street, K. (2023). Fal and Helford Drop Down Video Maerl Habitat Survey Report. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle (Accessed 07/06/2023 <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/22F-H-DDV-Maerl-SurveyFINAL.pdf>)

Jenkin, A., Trundle, C., Sturgeon, S., Daniels, C., and Street, K. (2023). Fal and Helford Drop Down Video Maerl Habitat Field Report. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle. (Accessed 07/06/2023 <https://secure.toolkitfiles.co.uk/clients/17099/sitedata/Research_Reports/22F-H-DDV-Maerl-FieldReport-FINAL.pdf>)

Jenkin, A., Trundle, C. and Sturgeon, S. 2023. St.Austell Bay Drop Down Video Habitat Distribution Survey Field Report. Cornwall Inshore Fisheries and Conservation Authority (Cornwall IFCA), Hayle.

Laing, C. 2023. Carbon accounting and nature recovery options for blue carbon ecosystems in the Fal & Helford estuary, Cornwall. Found at [94d8b9614ee04f3e63d0c626a59a4f76\_NEIRF\_2041\_Maerl\_Kelp\_Saltmarsh\_FalHelford\_report\_(1).pdf (ehq-production-europe.s3.eu-west-1.amazonaws.com)](https://ehq-production-europe.s3.eu-west-1.amazonaws.com/cec3564082b970c047765a77317a46648b8de13e/original/1704983120/94d8b9614ee04f3e63d0c626a59a4f76_NEIRF_2041_Maerl_Kelp_Saltmarsh_FalHelford_report_%281%29.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIA4KKNQAKICO37GBEP%2F20240430%2Feu-west-1%2Fs3%2Faws4_request&X-Amz-Date=20240430T103436Z&X-Amz-Expires=300&X-Amz-SignedHeaders=host&X-Amz-Signature=4b0b9be943c97fc55206a14bb9338ed1d46951ccc5e27942fae69fe656e77f39) on 30/04/2024

Seasearch (2023). Seasearch Marine Surveys in England. Occurrence dataset <https://doi.org/10.15468/kywx6m> accessed via GBIF.org on 2023-06-14.

## 2. Aims & Objectives

Natural England are seeking potential contractors to conduct an acoustic and drop-down video (DDV) survey during Summer/Autumn 2024 to collect high quality data from maerl habitat within the Falmouth Bay to St Austell Bay SPA. This data will be used by the contractor to assess the extent, quantification of live versus dead subtidal maerl, verify the acoustic survey component using drop-video survey methods, analyse and interpret data obtained, produce a survey report, and to import the resulting dataset into Marine Recorder.

The overall objective is to analyse and interpret the data on the distribution, extent and range of subtidal maerl communities to provide evidence for assessing changes within the site and to be able to monitor future changes.

Natural England intends to commission an ecological SCUBA diving survey from 13th – 19th July 2024 to collect high quality data from maerl habitats within the Falmouth Bay to St Austell Bay SPA. The main objective of this project is to provide data to assess distribution, extent and range, and species composition of subtidal maerl communities, providing baseline information about maerl supporting habitats within the Falmouth Bay to St Austell Bay SPA, and to provide data for use in a natural capital assessment of the SPA. This dataset will be made available to the winning contractor.

## 2.1 Aims

The plan for this tender should achieve the following aims:

Carry out high quality image analysis using video data obtained from a DDV and acoustic survey. The acoustic and DDV survey will follow the scheme for DDV analysis ‘Epibiota Remote Monitoring from Digital Imagery: Operational Guidelines’ in the NMBAQC system (Hitchens et al., 2015 for guidance, including the scheme itself).

Assess the following attributes:

* Extent of maerl bed communities
* Distribution of maerl bed communities

It will also provide information to inform:

* Compare video and images obtained from DDV to the acoustic data and, if possible, classify the acoustic data and create a habitat map with a discussion of the level of confidence in the mapping.
* To record the percentage cover of dead and live maerl (image analysis) and categorisation attributes for every photo/still and including across each transect, once this is divided into habitat (this can be done in a spreadsheet), with particular focus on the percentage cover of live and dead maerl, to be classified using the maerl categorisation scale (Axelsson, 2023).The categorisation paper is in draft format, but should be used for this purpose (Axelsson, 2023).
* To compare data collected in comparison with previous data (including 2016 CIFCA acoustic survey), to produce a report indicating the condition of maerl beds in the Falmouth to St Austell Bay SPA.

Although maerl is not a feature of the SPA, we would like the contractor to give an indication of the condition of the supporting habitat within the site (please see Fal and Helford SAC condition assessment for information on attributes and targets https://publications.naturalengland.org.uk/file/6285497528745984 and the Fal and Helford SAC Feature Condition.

## 2.2 Objectives

**The specific objective** of this contract is to carry out an acoustic and DDV survey and analyse the still images (alongside supporting video) on the maerl beds of the Falmouth Bay to St Austell Bay SPA (see figure 3 for survey area). The acoustic analysis carried out by Envision Ltd 2024 to map maerl coverage, and survey methodology used for the previous 2023/4 survey carried out by CIFCA within St Austell Bay will be shared with the contractor when the contract is awarded, including, lessons learned and recommendations. The number of tows, images and video is dependent on the acoustic work, and therefore approximations will be required to be made.

The attributes to be monitored are;

Percentage cover of live and dead maerl

Extent of maerl bed habitat

Distribution of maerl bed habitat

For details on these attributes please refer to the [Conservation Advice package for the Fal and Helford SAC.](https://designatedsites.naturalengland.org.uk/Marine/MarineSiteDetail.aspx?SiteCode=UK0013112&SiteName=fal%20and%20helford&SiteNameDisplay=Fal%20and%20Helford%20SAC&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=&NumMarineSeasonality=&HasCA=1)

Under this specification contractors must:

i. Carry out a side-scan sonar acoustic and DDV survey according to the methods used in the 2023/4 survey (See appendix 1, and Jenkins et al. 2023b and 2023c).

ii. Produce a concise, evidence based technical report detailing the work undertaken.

iii. Complete full analysis of still images and video segments from the DDV of video time carried out to NMBAQCS guidelines Epibiota Remote Monitoring from Digital Imagery: Interpretation Guidelines (nmbaqcs.org) with a minimum 10% quality assurance of video and image data. Please also provide a separate quote for analysis per hour of video and number of images.

• Image analysis should specifically include the maerl attributes listed above.

• Split video tows into habitat according to NMBAQC guidelines, as mentioned in the Aims section, focusing on maerl habitats, which the survey will be aiming to target.

• Note boundaries between maerl and non-maerl habitats. Provide a simple description of non-maerl habitats (these are not the focus of the survey and do not require full analysis.).

• Further interpretation of the data that comes out of the image analysis, including classification of the maerl areas following the maerl categorisation scheme, relating results to the acoustic data to produce a habitat map

• Comparison to 2016 data (maerl extent).

• Record non-native species identified in video/images

• Provide thoughts on integrity (see point vii below)

• Note any evidence of anthropogenic impacts e.g., trawl scars

• Reference collection of site specific and maerl types

iv. Include appropriate analyses to compare the new 2024 data with survey data from 2023/24 and 2016 (which can be requested from Natural England or the CIFCA) for Falmouth Bay to St Austell Bay SPA.

v. there should be consideration for any variation across specific geographic areas, notable communities or exposure to environmental or anthropogenic factors.

vi. Evaluate limitations of the data collected with recommendations for improvement

vii. In addition, the contractor is not obliged to, but is welcome to provide any overriding thoughts on the integrity of the maerl supporting habitat, which will be considered by site leads to inform potential future management of the site.

viii. Report the detailed findings of the project in succinct and clear final reports, including appropriate GIS outputs, Marine Recorder files, MEDIN compliant metadata, a confidence assessment of the data outputs and standard survey imagery (further detailed in General Requirements of the Framework, Section 3 Paragraph 12. Required Standards).

**3 Methods**

## 3.1 Pre-survey Deskwork

Before the survey is carried out the contractor will discuss any pre-survey work with Esther Hughes, Natural England, including:

1. Clarification of roles, responsibilities and expectations

2. Review existing information provided by Natural England.

3. Ways of working and close collaboration with NE.

Before the survey is carried out the contractor will discuss any pre-survey work with the Project Officer. This should include checking site information and identifying sources of relevant information.

## 3.2 Field Survey

The preferred survey window for the acoustic and drop-down video survey work would be during Summer/Autumn 2024, and following the CIFCA methodology from the Envision Marine Ltd 2024 and Jenkin et al 2003b and 2003c).

## 3.3 Site Access

Contractors will need to obtain permission from seabed owners, Port Authorities, or leaseholders for survey work as necessary, although the site is outside of the harbour authority remit.

Each member of the survey team must carry a letter from Natural England to confirm that they are doing this work on the behalf of Natural England. Survey work will not be able to begin until access permissions have been obtained.

## 3.4 Data Analysis

Natural England expects robust and appropriate statistical analysis to be completed, and the results presented and discussed.

The results should be compared to previous surveys and other relevant papers (including appropriate statistical analysis). Any observed changes should be set into context using other existing information.

## 3.5 Invasive Non-Native Species

Invasive non-native species (INNS) are considered to be one of the top five pressures directly driving biodiversity loss globally. Prevention is the key focus, particularly in marine environments.

The contractor must collect georeferenced photographs of INNS observed on site, record these on Marine Recorder, report to the Natural England Project Officer, and include within the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non-Native Species Secretariat and with the Natural England Project Officer. More information and guidance including ID guides can be found at www.nonnativespecies.org.

## 4 Outputs – Products and Timescales

This contract shall be managed on behalf of the Authority by Esther Hughes, Lead Adviser ([esther.hughes@naturalengland.org.uk](mailto:esther.hughes@naturalengland.org.uk))

Draft reports should be provided in electronic MS Office Word \*.DOCX format for comment. A template and guidance exists for writing Natural England commissioned reports and should be followed and can be found here: [Natural England Commissioned Report writing guidance](https://publications.naturalengland.org.uk/publication/5790636781600768). All reports should retain a clear suggested citation stating that it is a ‘Report to Natural England’

Data must be interpreted, analysed and presented in light of the overarching hypotheses for each contract. Contractors should pay particular consideration to the data and GIS required formats for information compatibility including MEDIN metadata standards and Marine Recorder provision.

All interpreted products following data analysis should accompany the draft report; these will include:

* All GIS datasets need to be provided in ESRI ArcGIS format compatible with ArcGIS version 10.2 and have attached metadata.

All GIS files containing habitat data for each individual survey need to be produced to the MESH translated habitat Data Exchange Format (DEF) to the most detailed EUNIS habitat level possible. MNCR (v15.03) data should be added to the ORIG\_HAB column. The GUI provided by Natural England for each survey will be used, and as much information as possible (e.g. survey name, originally assigned feature/habitat name etc.) from the original dataset, as well as any documentation provided (where available) should be included in the resulting datasets to maintain a useful audit trail. As specified in the MESH DEF, data files must be provided as ESRI Shapefiles using geographic coordinates (lat/long) and the WGS84 datum. If the datasets supplied are in other projections, transformation using the appropriate petroleum (EPSG) transformation should be carried out as part of the data formatting procedure.

* If not included in the GIS data layers listed above all sampling locations, vessels tracks, and links to data obtained should also be included as a single GI layer.
* A MESH data confidence assessment for each habitat map should be calculated and provided in a ‘MESH confidence scoresheet’ \*.XLS file. The confidence assessment process is described and a template provided in the following MESH resources The MESH Confidence Assessment Scheme.

Natural England endorses the MEDIN initiative. Any data gathered/derived as part of this project must be submitted to Natural England in a way which expedites the MEDIN data archiving process through Data Archive Centres (DACs) with metadata meeting the MEDIN metadata discovery standard (MEDIN discovery metadata standard). A MEDIN compliant metadata XML file must be provided for each survey.

Natural England will supply the ‘MEDIN guidance for contractors’ document to successful contractors at the mini-tender stage.

All sample data must be entered into [Marine Recorder Online](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjfoorX9e6FAxUjQUEAHXk9AjQQFnoECBkQAQ&url=https%3A%2F%2Fwww.marine-recorder.org.uk%2F&usg=AOvVaw3p3XluRyhPsg1AERMIbFmh&opi=89978449). The Natural England Project Officer will create the survey in MRO and grant access to the contractor to input survey data. Natural England will supply a ‘Marine Recorder guidance for contractors’ document to successful contractors. Contractors should inform the Project Officer when the dataset has been entered, who will QA the survey before signing off.

The contractor must report any records of Invasive and Non-Native Species observed on site on Marine Recorder and to the Natural England Project Officer as part of the survey report. Any species currently listed as ‘alert’ species should be flagged immediately to the GB Non-Native Species Secretariat Species alerts. More information and guidance including ID guides can be found at GB non-native species secretariat and the Marine Aliens Project.

Copies of the original data spreadsheets or databases are to be provided in the appropriate Microsoft Office format. However please be aware that using MEDIN marine biodiversity data guideline spreadsheets (available online under the marine biodiversity tab at MEDIN data guidelines) will ensure that biological taxon data is prepared correctly for entry into Marine Recorder and will facilitate the efficient entry of data into this system and the data archiving process in general. Natural England welcomes and supports the provision of raw data spreadsheets in the MEDIN format and expects that all raw datasheets will contain the mandatory fields in the MEDIN guidelines, regardless of their format.

High quality imagery which has been selected to form part of the image reference collection for the survey need to be labelled appropriately, including the habitat/species which is represented. These should be provided as a separate folder on the storage device to the standard survey imagery.

All data products and electronic files must be appropriately named so they sufficiently describe the contents and are not purely a numerical value. All products should be named appropriately so that they can be clearly linked to the report/project.

Any species lists submitted will be compliant with current taxonomic names and synonyms (e.g. Marine Species of the British Isles and Adjacent Seas (MSBIAS), World Register of Marine Species (WoRMS))

Video and still camera filenames must include the recording start date and time. Position data must be included within the overlay information.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. Upon completion of the dive survey, the first of two staged payments for this contract will be released. Final payment will be issued upon completion of the final report.

**Weather Downtime & Contingency**

Weather downtime should be defined as those periods during operations where the influence of weather conditions results in a halt to any monitoring due to the impact on data quality and/or operational safety. To ensure the safety of the Contractor and integrity of the project, good, clear, documented communications with (Joshua Crane) is essential. Any permission to accrue weather downtime costs given must be in writing or by email from (Joshua Crane) to the Contractor. Any charges for weather downtime where no evidence of prior approval exists will not be approved and will not be reimbursed. Approved weather downtime maybe charged to Natural England at an Operational Weather Downtime Rate:

**Table 1 Downtimes and Rates**

|  |  |
| --- | --- |
| **Situation** | **Rate** |
| **Not immobilised** | No costs |
| **Other** | Maximum 2 days by prior agreement with Joshua Crane |

## 4.1 Timeline for project delivery

|  |  |
| --- | --- |
| Event | Date |
| Start-up meeting | 06/08/2024 - 09/08/2024 |
| Collection of survey data by contractor | 12/08/2024 - 25/10/2024 |
| Post-survey discussion | 02/09/2024 - 08/11/2024 |
| Data and reporting interim meeting (optional) | By 19/12/2024 |
| Draft final report and associated products to be provided by contractor to Natural England | 14/02/2025 |
| Final report, maps and output to be delivered | 17/03/2025 |

Any delays to this timetable should be discussed with the Natural England Project Officer and delays not outside the control of the contractor will be penalised.

**5 Other**

In support of this contract NE will provide the winning supplier with:

* Project support from dedicated Project Officer
* Opportunity to feedback and discuss progress and the project
* Supporting GIS datasets (if required) under licence for use in this contract:
  + Base map data from Ordnance Survey
  + Aerial photography from Next Perspectives
  + S-57 vector data from the UK Hydrographic Office (in ArcGIS format)\*
  + Raster charts from Oceanwise\*

\*(Not to be used for Navigation)

Please see the following site for information on how to obtain access to the GI datasets listed above: <https://www.gov.uk/how-to-access-natural-englands-maps-and-data>

The intellectual property rights and copyright for all products (including photographs) will lie with Natural England. All data will be made available by Natural England under the Open Government Licence at the end of the project via data.gov.uk and the MEDIN Data Archiving Centres.

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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 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. Plese invoice Natural England at least two staged payments at regular intervals between the start and end of contract.

It is anticipated that this contract will be awarded for a period of 8 months to end no later than 17th March 2025. 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 writing 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 – 70%

Commercial – 30%

**Evaluation criteria**

Evaluation weightings are 70% technical and 30% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 70% | Service / Product Proposal | Quality of acoustic and DDV survey methodology and experience | 1 Question  Q1 (30% of technical score available) |
| Quality of proposal for report content, data analysis and quality assurance | Q1.1 (50% of technical score available) What approach will be taken to analyse and report on this data?  Q1.2 (30% of technical score available) What image analysis methodology is proposed? |
| Key survey personnel: surveyor knowledge and experience (please provide CV’s). Previous ID experience of maerl bed communities required. Include management of health and safety | 1 Question  Q2 (30% of technical score available) |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q4 (100% of commercial score available) |

Technical (30%)

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.

|  |  |
| --- | --- |
| Proposal | Detailed Evaluation Criteria |
| Q1 Please supply a proposed schedule of work, stating the timescales you will be able to execute and deliver the survey (acoustic and DDV) and timeline for survey delivery  Weighting 30% of technical score.  Minimum score: 50  Responses should not exceed four sides of A4, and use Arial font, size 11 | Your response should:  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.  4) Planning/pre-survey desk work/start up meeting: Provide a breakdown to include preparation of Project Plan, Risk Assessment and any start-up meetings with NE)  5) Data analysis, GIS and reporting (Provide breakdown to include field report, review of data (MEDIN compliant) and photos/videos, GIS and mapping, Marine Recorder entry) |

|  |  |
| --- | --- |
| Proposal | Detailed Evaluation Criteria |
| Q1.1 What approach will be taken to analyse and report on this data?  Q1.2 What image analysis methodology is proposed?  Responses to both questions should not exceed four sides of A4 in total, and use Arial font, size 11.  Weighting 80% (50% + 30%) of technical score.  Minimum score: 50 | Our response should:  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.  4) Include a schedule of works with timelines to show how you will execute these works. |

|  |  |
| --- | --- |
| Key Personnel | Detailed Evaluation Criteria |
| Q2. What experience and training in Side scan sonar, drop down video, image analysis and other relevant skills do key personnel have?  Response in the form of brief CVs of key personnel  Weighting 30% of technical score  Minimum score: 70  Responses should not exceed ten sides of A4, and use Arial font, size 11. | Key personnel involved in survey and analysis with demonstrable experience and/or training in relevant topics.  Include management of health and safety |

|  |  |
| --- | --- |
| Quality Assurance | Detailed Evaluation Criteria |
| Q3 Will the analysis follow accepted standards as listed in this document? | NMBAQCS guidelines Epibiota Remote Monitoring from Digital Imagery followed.  MESH guidelines to be followed  Metadata MEDIN compliant  Outputs in the formats listed in this document |

Please detail any assumptions made during pricing.

Commercial (30%)

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. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable and objective/key personnel used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 30% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 70% (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:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* 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 will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign

Appendix 1 – Drop Down Video Survey Methodology (from 2023/4 CIFCA survey; Jenkin et al 2023c)

**Survey methodology**

Video and digital still imagery was acquired using a STR SeaSpyder drop camera system (see appendix 2 of Jenkin et al 2023). The survey was carried out in line with Mapping European Seabed Habitats (MESH) recommended operating guidelines for underwater video and photographic imaging techniques (MESH, 2008).

The tows were planned at 200 m with a still image every 10 m at a speed of 0.5 knots aiming for 10 to 15 minutes per tow. Planned survey sites were loaded into Hypack Max Version 2022 for navigation purposes with 10 10 m radius rings around each site with the aim of having one still image at each ring. Target parameters were set in Hypack so that each time a target was created, a 10 m radius ring would be added. This was useful if the tide or wind moved the vessel off course so that still images were still taken at a regular interval.

Prior to the deployment of the SeaSpyder for each tow, the video text overlay was checked and adjusted to display the survey name and tow number (e.g. “Cornwall IFCA 22/04/2024 St.Austell Bay\_DDV\_11\_T1”) and the GPS, heading and depth info was checked to ensure that it was updating correctly. The .jpeg file name prefix was checked and adjusted to display the survey name, tow number, date, time (UTC) and automatic image number (e.g. “CIFCA\_NE\_STA\_11\_T1\_20240422\_\_09\_32\_29\_\_0050.JPG”). The SeaSpyder camera was deployed through the A-Frame at the stern of Tiger Lily and lashed securely to the starboard side of the vessel between tows.

The video was set to record once the camera was just above the seabed. Com Port A was set to log to record all positional information from the Hemisphere V500 GNSS (Lat/ Long WGS84) for the entire tow. A target was created in Hypack to indicate the start of line (SOL); this was repeated at the end of line (EOL). The SeaSpyder was ‘flown’ with the frame legs just above the seabed for the tow. The camera frame was landed on the seabed every 10 m for a still image to be captured. Image separation varied slightly to ensure that the stills taken were of good quality (e.g. taken when the camera was focused on the seabed and the lens unobstructed) this sometimes led to a delay. Immediately upon having captured a still image a target was created in Hypack. Field notes were recorded for each target in Hypack such as image number, speed over ground and real-time observations of substrate and taxa (comma delimited) when possible.

For vessel and equipment specifications see Appendix 1 and Appendix 2 (Jenkin et al 2023).

**Data handling**

Hypack targets were used in data processing to obtain the exact time of each still image and the Easytrak Alpha USBL GPS log was used to obtain the exact location of each still image. All position information was recorded in the Lat/Long WGS84 projection and taken from a single GPS (USBL GPS antenna). GPS targets were recorded using the USBL GPS antenna set up on the wheelhouse roof of Tiger Lily. Hypack was set up to log a vessel position recorded every second and the Com Port A file was recording the USBL position from the camera for the duration of each tow. Hypack targets were extracted as a .txt file format and opened in Microsoft Excel (comma delimited). The Hypack ‘logging’ function was left running both survey days which outputs as a .RAW file. This data was opened with Microsoft Excel and cut to only include relevant strings of data such as date, time, position and depth. The data has not been extracted per tow but is available if required. Com Port A data was logged for the duration of each tow and saved in a .txt file format to the Topside PC.

Still images from the SeaSpyder camera were initially stored on the internal computer (sub-surface), then on completion of each tow the still images were transferred to the SeaSpyder topside control unit using FileZilla and filed by site number. Video files were captured to the SeaSpyder topside unit data drive (D:/). The stills and video files were transferred from the topside unit to a WD Passport for transport and storage at the end of each survey day. The log sheets were worked on from the network and saved regularly throughout the day.

**Quality Assessment**

Quality assessment of the still images was carried out post-survey with each still image being assessed in terms of quality with categories good, acceptable or poor in the daily logs as follows;

Good: Clear, camera on seabed and sediment type and fauna distinguishable

Acceptable: Can make out the sediment type and what fauna are present but not the best quality

Poor: Can’t make out the sediment type or what fauna is present

The position data for each tow were transferred to MapInfo Professional Version 17.0.2 and points were created to show the position of each still image and SOL/ EOL positions

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) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing 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 into 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

