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Request for Quotation

Wintering Hen Harrier Survey of the Humber Estuary Special Protection Area (SPA), Yorkshire/ Lincolnshire.

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

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

Your response should be returned to the following email address by 4th November 2022:

Email: emily.paterson@naturalengland.org.uk

Date: 4th November 2022

Time: 12:00 noon GMT

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

Contact Details and Timeline

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

Action	Date
Date of issue of RFQ	21-10-2022 at 17:00 BST
Deadline for clarifications questions	28-10-2022 at 17:00 BST
Deadline for receipt of Quotation	04-11-2022 at 12:00 GMT
Intended date of Contract Award	Week commencing 07-11-2022
Intended Contract Start Date	Week commencing 07-11-2022
Intended Delivery Date / Contract Duration	Week commencing 07-11-2022 to 31-03-2023

Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

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

Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

Your quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation fully and accurately and that prices quoted are arithmetically correct for the units stated.

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

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

Conditions of Contract

The terms and conditions attached [Condensed Terms and Conditions](#) will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Specification

The Authority is Natural England. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](#)

Introduction

The Humber Estuary Special Protection Area (SPA) site qualifies, in part, under article 4.1 of the Directive (79/409/EEC) as it is used regularly by 1% or more of the Great Britain populations of the hen harrier.

The aim of this contract is to undertake a wintering hen harrier survey within parts of the SPA with the objectives of determining the wintering population of hen harrier on the SPA listed above.

The results will allow Natural England to review and, where appropriate, update the Supplementary Advice for Conservation Objectives, currently based on data from 1997/98 – 2001/02. The information will be used to inform decisions and advice for the Humber Estuary related to both the Wildlife and Countryside Act 1981 (as amended by CRow 2000) and the Conservation of Habitats and Species Regulations 2017 (as amended).

Background Information

The Humber Estuary is located on the east coast of England and supports nationally and internationally important numbers of breeding, wintering and migratory birds in addition to nationally and internationally important estuarine and coastal habitats and associated species. The inner estuary supports extensive areas of reedbed, with areas of mature and developing saltmarsh backed by grazing marsh in the middle and outer estuary. On the north Lincolnshire coast, the saltmarsh is backed by low sand dunes with marshy slacks and brackish pools.

The SPA encompasses all or parts of the Humber Estuary Sites of Special Scientific Interest (SSSI), North Killingholme Haven Pits SSSI, Saltfleetby - Theddlethorpe Dunes SSSI, and The Lagoons SSSI

Methodology

As far as is practicable, the surveyor will need to survey all appropriate habitats within the Humber Estuary SSSI units listed in the table below as a minimum.

Location	SSSI Unit	SSSI Size (ha)
Cherry Cobb	76	47.47
Cherry Cobb	77	5.97
Cherry Cobb	78	7.2
Stone Creek	79	1.57
Stone Creek	81	24.74
Sunk Island	82	20.97
Sunk Island	83	22.17
Goxhill	98	19.58
Goxhill	99	9.98
Goxhill	100	29.28
Goxhill	101	48.86
Goxhill	102	17.48
Goxhill	103	15.77
Goxhill	104	13.67
Goxhill	105	32.93
Sunk Island	150	36.61
Welwick	151	5.87
Welwick	152	2.17
Welwick	153	1.43
Welwick	154	51.48
Skeffling	156	16.15
Skeffling	157	11.45
Easington	158	9.52
Kilnsea	159	3.19
Kilnsea	160	1.89
Kilnsea	161	1.22
Kilnsea	162	5.83
Saltfleetby	166	869.34
Saltfleetby	167	1132.17
Saltfleetby/ North Cotes	168	867.47
Saltfleetby/ North Cotes	169	535.02



Figure 1: Humber Estuary SSSI boundary location with the surveying SSSI units highlighted in blue.

The survey should follow the methodology outlined in Bird Monitoring Methods: A Manual of Techniques for Key UK Species (Gilbert et al. 1998) for winter hen harrier surveys.

Detailed methodology

- Surveys are to be carried out during the winter months inclusive, with approximately one month between return visits to sites (where possible, some flexibility might be required if there are sustained periods of bad weather).
- Survey visits should begin 1.5 hours before sunset and continue one hour after sunset (or until it becomes too dark to see).
- Windy and dry weather conditions are best. Some wind will keep the birds up and active, making them easier to identify. Days of poor visibility or heavy rain are to be avoided.
- Surveyors should find concealed vantage points overlooking the suitable habitat and watch for incoming birds from there. It may not be possible to get an accurate count. Make the best estimate possible and beware of double-counting birds flying in and out of view, settling and then rising again.
- On each visit, record the following:
 - Date.
 - Time of start and finish.
 - GPS grid reference.
 - Weather conditions.
 - Times of the first and last hen harrier arriving/ settling and, if possible, of any birds in between. 'Arrival' is defined as when the hen harrier first arrives in the vicinity of the site. 'Settling' is defined as a hen harrier landing at a presumed roosting place and not immediately rising again.
 - Habitat type at roost location.
 - Number of hen harriers.

- Number of ringtails and grey males.
- If any additional birds for example: marsh harriers roosts as well as other raptor and owls and their survey habitat.
- Any additional information which could be useful such as the direction and arrival and departure and the presence of tags.

GPS data formats

It is important to be able to geo-locate the survey effort.

The location of the point surveys should be provided in six figure x:y co-ordinates format.

At the discretion of the contractor, the locations of any additional 'target notes' of interest (e.g registrations of 'possible' breeding species) can also be provided.

Once agreed with Natural England, a map showing the point survey locations should be provided as part of the contract outputs (see below). Indicative point survey locations can be provided as part of the tender process at the discretion of the contractor.

Access to land

Due to the short time between the award of contract and expected field survey date, Natural England will obtain land owner/manager permission in advance of the surveys.

Natural England will ask for permission from the relevant land owners. Once the land owners have confirmed permission, Natural England will pass their details onto the contractor in line with data protection laws. If any land owners refuse entry to the contractor, Natural England will evoke S51 Powers of Entry.

Analysis and Reporting

The outputs, unless agreed otherwise in writing by the Project Officer, will be as detailed in this section.

Reporting and presentation of data

A report will be produced to include introduction, methods and results together with maps showing the locations of vantage points and survey locations.

As described in the data format section above, an Excel spreadsheet should be included showing the location of the vantage points and survey locations in six figure x:y co-ordinates format.

Additional descriptive sections in the report relating to hen harrier of conservation interest and concern can be included at the discretion of the contractor.

Maps

The following maps should be provided:

- Maps showing areas surveyed and vantage points
- Maps showing location of confirmed / probable roosting sites

A copy of maps should be provided in jpg or pdf format and as GIS layers, in or compatible with ESRI ArcGIS format. Information and guidance on requesting baseline digital geographical data from Natural England can be found on our website at Geographical Information for contractors and partners.

Products

An electronic copy of the draft report, in Word format, should be submitted to Natural England for consideration and comments. All reports should be submitted according to the timescales provided.

Health & Safety / Known hazards & risks

Risks associated with field-based work need to be considered.

Please provide a clear and structured proposal to demonstrate your intended approach to health and safety on this project and how you ensure the requirements of legislation are met.

Your quotation for the work should be accompanied by the following Health and Safety documentation required by Natural England:

- Risk assessment: this must take the hazards identified above into account.
- Valid certificates (if appropriate) to be made available on request:
 - Employers Liability Compulsory Insurance
 - Public Liability Insurance – minimum £5m
 - Professional Indemnity Insurance – minimum £2m

Work shall not commence without Natural England being in possession of appropriate documentation and an agreed safe method of working.

It is anticipated that this contract will be awarded for a period of five months to end no later than 31st March 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.

Timescales

Final timescales will be agreed at the project inception meeting. However, the contractor is expected to deliver in line with the following timescales.

- A draft report to be submitted to the Project Officer by 17th March 2023. Natural England understands that the final site visit will be in mid-March and therefore the draft report is expected to include only visit information from November 2022 to February 2023.
- A final report will be submitted to the Project Officer by the 31st March 2023.

All work and agreed final reports must be submitted and approved by the Project Officer by the end date.

Prices

Please price against the work described in this specification.

The tenderer should demonstrate how they will cover the survey area and how the visits will be organised in terms of personnel and timescales.

Day rates and numbers of days for key staff should be provided. Costs should be broken down to show the time allocated to each part of the project. Please itemise other costs including material / equipment costs. Please detail any assumptions made when pricing for any aspects of this tender.

Please indicate if VAT will be applied.

Pricing schedule to be completed and returned in the following format:

Deliverable	Grade of Staff	Day Rate	Number of Days	Total Cost
Project management meetings				
Pre-survey reconnaissance				
Field survey				
Collation and analysis of results				
Reporting				
Other costs including materials / equipment				
Travel & Subsistence				
Total excl. VAT				

Quotation Submission

Your tender should include the following information

- Pricing Template
- Your proposal outlining how you will meet Natural England's Requirements.
- Your key personnel who will be directly involved with this contract.
- Methodology including a proposed outline schedule or timetable of works, including a rationale for the estimate of the number of days required for field survey work, how you will cover the survey area, and how the visits will be organised in terms of personnel and timescales.
- Recent experience of carrying out similar contracts
- Insurance certificates.
- Health and Safety Policy.
- Risk Assessment.
- Acceptance of terms and conditions.

The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

Evaluation Criteria	Weighting (%)	Threshold score out of 10	Tender Information
<p>Technical expertise and experience – Please provide details of your experience in undertaking:</p> <ul style="list-style-type: none"> • Hen harrier surveys (or other relevant bird surveys) using the methods detailed in this specification. <p>Please provide details of your experience in:</p> <ul style="list-style-type: none"> • Roosting bird surveys generally. • Analysis, presentation and reporting of data generated from surveys. 	20	8	<p>Previous contracts for undertaking hen harrier surveys for site evaluations.</p> <p>Qualifications, technical merit and experience of key staff engaged on the contract e.g. CVs, previous bird survey / contracts, technical qualifications. Particular reference should be made to experience of breeding bird surveying of lowland heathland and scrub habitats.</p>
<p>Fit with Specification and methodology –</p> <p>Availability: Please provide full details as requested under Tender Information.</p> <p>Capability for full delivery of expectation: Please provide full details as requested under Tender Information.</p>	20	7	<p>Include details of availability given the timescales <u>and</u> a proposed outline schedule or timetable of works.</p> <p>Include details of capability for field survey work with a clear rationale for the estimated number of days for field work – see section 12 Tender Requirements. Please include details of how the survey area will be covered and how the visits will be organised in terms of personnel and timescales.</p>
<p>Project and risk management, and resources allocated – Please provide full details as requested under Tender Information</p>	10	7	<p>Details of personnel, support systems, organisational and management skills to deliver all aspects of the requirement in full. This must include an assessment of the risks to project delivery and mitigation (including contingency in the event of delays), evidence of quality control measures and project management procedures.</p>
Financial (value for money)	50	No threshold	Include all costs and VAT clearly itemised.

Score	Justification
For a score of hundred (100):	Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
For a score of seventy (70):	Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.
For a score of fifty (50):	Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.
For a score of twenty (20):	Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.
For a score of zero (0):	Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

Contract Management

This contract shall be managed on behalf of Natural England by Emily Paterson.

The project will be managed by the contractor undertaking the site visits and updating the project manager on a monthly basis. A draft and final report on a date to be discussed with the successful contractor will then be issued to Natural England to review.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

Once the contract is awarded, timescales for the final report will be discussed. Natural England will issue an interim payment in light of this work in the 2022/2023 financial year. Once the final report is submitted Natural England will pay in the 2023/2024 financial year.

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

By submitting a quotation you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
- accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the contractor must agree to the following:

- You must only process any personal data in strict accordance with instructions from the Authority
- You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
- You must take reasonable steps to ensure the reliability of employees who have access to personal data.
- Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
- Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
- You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
- On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be **held and destroyed within two years** of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within **seven years** of the contract's expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.