

www.gov.uk/naturalengland

**Request for Quotation**

**Request for Quotation: Norfolk and Suffolk SSSI Breeding bird surveys**

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:

Email: [protectedsites.contracts@naturalengland.org.uk](mailto:protectedsites.contracts@naturalengland.org.uk)

Date: 09/02/2023

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**

Emma Bacchus 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 | 26/01/2023 |
| Deadline for clarifications questions | 08/02/2023 |
| Deadline for receipt of Quotation | 09/02/2023 |
| Intended date of Contract Award | 12/02/2023 |
| Intended Contract Start Date | 13/02/2023 |
| Inception Meeting | TBD |
| Draft report to submitted to Project Officer | 09/10/2023 |
| Intended Delivery Date / Contract Duration | 01/11/2023 |

**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.

**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**

Natural England’s general Terms and Condition can be found [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/914956/standard-condensed-terms.odt).

**Specification**

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

1. **Background**

This contract is for surveying breeding birds across two Sites of Specific Scientific Interest (SSSI) Sutton and Hollesley Heaths and Wretham Park Meres.

1.1 Sutton and Hollesley Heaths SSSI

Sutton and Hollesley Heaths SSSI forms one of the largest remaining fragments of the once extensive Sandlings heaths of the Suffolk Coast. The SSSI consists of characteristic dry acid grassland as well as large areas of semi-natural woodland that are composed of heather-dominated heathland scrub, bracken and self-sown pine and birch, making up large areas of semi-natural woodland. The sites has significant ornithological interest, hosting an assemblage of breeding birds associated with the lowland heath habitat, including Long-eared Owls *Asio otus*. It also forms a regular winter roost for Hen Harrier *Circus cyaneaus*

1.2 Wretham Park Meres

Wretham Park Meres SSSI consists of four natural lakes and a small amount of surrounding deciduous woodland and is located near Attleborough in south Norfolk. There is generally a sparse covering of aquatic plant on the lakes, but there is a good fringing vegetation which provides an important nesting habitat for wildfowl. The lakes attract large populations of wintering ducks. Breeding wildfowl include diving ducks due to the moderate water depth, and Mallard Anas platyrhnchos, Teal Shoveler Anas clypeata, Tufted Duck Aythya fuligula, Pochard Aythya ferina, and most notably the Gadwall Anas strepera. Reed and Sedge Warblers (Acrocephalus scirpaceus and A. schoenobaenus) are abundant in the surrounding reed-swamp. Mickle Mere, the largest lake, has many duck decoys that have only recently fallen into disrepair. Large flocks of duck are present in the winter with Goldeneye Bucephala clangula, Goosander Mergus merganser and Pintail Anas acuta in addition to the breeding species. Uncommon birds such as Osprey Pandion haliaetus, Bittern Botaurus lentiginosa and Bearded Tit Panurus biarmicus have been recorded in the spring and autumn. The site is approximately 27.47 ha in area.

1. **Aim**

The aim of this contract is to undertake a breeding bird survey across the whole of both SSSIs with the following objectives:

1. To undertake a breeding bird survey on the SSSIs to determine the breeding status of all bird species within the relevant habitats for which the SSSIs are listed (**Sutton and Hollesley Heath only**)
2. Determine the approximate locations of confirmed and probable breeding scoring assemblage species (**Sutton and Hollesley Heath only**)
3. Determine population estimates and number of territories for all probable and confirmed assemblage species (**Sutton and Hollesley Heath only**)
4. Determine the counts or estimates of numbers of breeding Woodlark, including the number of individuals, pairs or calling males, occupied breeding sites or occupied territories. (**Sutton and Hollesley Heath only**)
5. Determine the counts or estimates of numbers of breeding Gadwall, including the number of individuals, pairs or calling males, occupied breeding sites or occupied territories. (**Wretham Park Meres only)**
6. Provide a habitat description and its condition, suggesting where current management is working for the breeding bird assemblage species and where it is not, why might that be
7. Calculate the score for the breeding assemblage currently on site, using the scoring system in place at time of notification.
8. Compare current breeding bird assemblage score to that at notification
9. Compare current habitat extent to that of time of notification
10. Produce a phase 1 habitat map of each SSSI
11. Assess current and future climate change impacts

The results will allow Natural England to undertake a Common Standards Monitoring (CSM) (JNCC, 2004) assessment of the condition of the woodland and scrub breeding bird assemblage at each site, and also help with advising on future management.

1. **Methodology**

A [CSM](https://hub.jncc.gov.uk/assets/dc33b514-d571-44b3-8936-08d2d7a1e1b1#:~:text=The%20guidance%20given%20here%20deals%20with%20Common%20Standards,where%20these%20are%20notified%20or%20qualifying%20interest%20features.) assessment of the status of the breeding bird assemblage features requires evidence of possible/probable/confirmed breeding for each species that score towards the assemblage using standard BTO Bird Breeding Status Codes (Annex 1). The list with scoring species is provided in Annex 2. The list was taken from the 1983 guidance as that is the guidance closest to the year of the SSSI designation. Each species in that list will score towards the lowland heath habitats, the score is given by the rank number.

The condition assessment is calculated by comparing the score with the score at the time of notification and the threshold for favourable condition. These figures will be provided in the inception meeting following the contract award.

**Targets:**

Sutton and Hollesley Heath

Assemblage of breeding birds – Lowland Heath: target assemblage score of 48/50. This includes Nightjar which needs to be established as breeding and part of the assemblage. If the total score calculated for the breeding bird assemblage falls by the equivalent of 25% or more in points, then the assemblage is in unfavourable condition.

Aggregation of breeding woodlark: Population of 154 breeding pairs on wider Sandlings SPA. Baseline for SSSI is 6 breeding pairs. A decline of more than 25% is deemed unfavourable.

Habitat extent: Extent of all habitats\* used by the feature should be maintained – losses of 5% or more of any relevant habitat type is unacceptable. \*(Lowland Dwarf Shrub Heath).

Wretham Park Meres

Aggregation of breeding Gadwall: To maintain the population of Gadwall within acceptable limits, based on counts or estimates of numbers of breeding pairs. The population should be greater than 1% of the UK breeding population. The geographical range of the population should cover the BAP broad habitats specified.

Habitat: Extent of all habitats\* used by the feature should be maintained – losses of 5% of more of any relevant habitat type is unacceptable. \*(Standing Open Water and Canals).

* 1. **Field Work**

Using the methodology below the identity and activity of all target birds should be mapped using BTO species [codes](https://www.bto.org/sites/default/files/u16/downloads/forms_instructions/bto_bird_species_codes.pdf) and behaviour [codes](https://www.bto.org/our-science/projects/birdatlas/methods/breeding-evidence) respectively on a separate map for each visit.

Assemblages only require evidence of probable or confirmed breeding of each species however an estimation of population and total numbers of breeding territories is required for all probable and confirmed scoring species.

Indicative survey locations

If the area is not well known to the contractor, a pre-survey reconnaissance of the indicative survey locations should be carried out to determine the general nature and extent of the woodlands/terrain and to confirm suitable locations for survey transects. During this visit, any additional risks should be added into the risk assessment and sent to the Project Officer. It is estimated that a preliminary walk-over assessment of all the proposed survey locations would take a maximum of three full days. Following the initial reconnaissance proposed transects will need to be sent to the Project Officer for review.

Please use the list provided (Annex 2)

* 1. **Bird surveys**

Detailed methodology for Assemblage survey (Sutton and Hollesley Heaths **and** Wretham Park Meres):

* Four diurnal visits in good weather should be undertaken to each SSSI transect.
* Two Dusk/nocturnal surveys should be included where relevant species are likely to be present (for example, woodcock-Sc*olopax rusticola*, owls, nightingale*-Luscinia megarhynchos*). Nightjar should for a focus for these surveys
* Surveys are to be carried out from March to early July. Individual visits should be undertaken at least 10 days apart. Timings should be chosen to cover the time of year likely species are most detectable, and to cover the full breeding season.
* A transect should be identified which allows good coverage of all relevant habitats. This should be sufficient to include the full range of habitat conditions present on the site. The intensity of coverage should be as even as possible although more time should be allowed for areas with higher bird density.
* The direction and, if possible, the starting point of the route should be varied between visits and a single visit should be completed in one morning.
* Survey visits for diurnal species should start 30 minutes before sunrise and finish by 10.00-11.00.
* Record as much information as possible including sex of adults and location of recently fledged juveniles.
* Record the date, start and finish times, observer name and weather conditions for each survey visit.
* No visits in windy conditions (Beaufort scale greater than 5), poor visibility or if the site is subject to unusually high levels of disturbance

Detailed methodology for Woodlark Aggregation survey (Sutton and Hollesley Heaths ONLY):

* Four visits between mid-February and the end of May, Visit 1: 15 February too 21 March, Visit 2: 22 March to 25 April, Visit 3: 26 April to 1 June, Visit 4: 2 June to 1 July. **These should not be in addition to the breeding bird assemblage surveys, both surveys can be carried out at the same time**
* All surveys should be complete before midday
* All visits on clear, dry days with little wind
* Areas to visit – Heather and grass heaths which are mown, grazed or burnt, and conifer plantations recently cleared and replanted (up to eight years ago). Other well-drained generally acidic sites on sand, gravel or chalk, with areas of short vegetation (less than 10cm high) and/or patches of bare ground.
* Mark the boundary of the survey area clearly on a map. Walk to within 100m of every point within the survey area. On each visit, mark on the map the positions of all singing males, flying birds, feeding pairs, possible nests and adults feeding chicks. Use BTO (CBC) symbols for all registrations. Record bird movements: indicating flight directions will help to establish territory limits and possible nest locations.
* After the third visit estimate the number of territories. A singing male constitutes a territory. Strictly, neighbouring birds can only be separated with certainty if they are heard simultaneously. However, singing males can be considered as separate individuals if they are heard at points more than 200m apart. Although this distance could depend on the quality of the habitat, where birds occur at higher densities, they will be more likely to be recorded singing simultaneously anyway.
* Report the estimated number of territories on the site.

Detailed Methodology for Gadwall Survey (Wretham Park Meres ONLY):

* Three visits, one month apart: early to mid-April, early to mid-May and early to mid-June
* Visits should be completed before 10 am
* Surveys should not be undertaken in poor visibility or high winds when large expanses of water are very choppy
* Areas to focus survey effort are standing waters, usually fringed with emergent vegetation. Also, wet grasslands, marshes, fens, etc, occupied by breeding ducks
* When surveying standing water, map the boundary of the survey area and mark on the map the survey route. Walk as close to all suitable habitat as is (safely) possible, paying particular attention to ditches, small bays and reedbed edges. Use suitable vantage points to count the diving species on open water. It may not be necessary to visit some parts of the site if they are easily observed from a distance with binoculars or a telescope. To see all of the shoreline, however, you may need to walk or row around most of the waterbody keeping close to the shore. Two observers are essential when censusing large stretches of water by boat.
* When surveying grassland/marsh habitats, set and mark a transect route on a map of the site which will take you to within 100m if every point within suitable habitat. Walk along any ditches present as these birds could go unnoticed.
* In both cases, reverse the direction of the route on the second visit to avoid visiting the same part of the site at the same time of day.
* Exclude groups of five or more males in the estimates of breeding pairs. Larger groups and flocks are probably non-breeding or wintering flocks
* Record all Gadwall seen, noting their sex and whether they were individuals or groups, as for the population survey. Record the number of lone adults, the number of young and the number of broods attended by adults. Record the age class of the young as a fraction of the adult size.

**3.3 Phase 1**

A Phase 1 habitat survey map should be completed following standard methodology [Handbook for Phase 1 habitat survey (jncc.gov.uk)](https://data.jncc.gov.uk/data/9578d07b-e018-4c66-9c1b-47110f14df2a/Handbook-Phase1-HabitatSurvey-Revised-2016.pdf)

If previous Phase 1 maps are available these will be provided after the contract has been awarded.

**This contract does not require a full Phase 1 report.**

A general description of the habitats should be included, with clear and concise recommendations for management to benefit individual species or groups of birds. Along with any negative impacts of current management or environment are having on the assessed species.

**3.4 Climate Change Impacts**

Please provide a description of the current and future impacts of climate change on the sites bird features and associated relevant habitat(s). Using professional judgement please infer how climate-based future alterations, such as potential range shifts of both current scoring species and other nationally and internationally scarce species, may influence the site and its bird feature(s). Suggesting any potential management mitigations or changes in designation that may be appropriate based on projections.

**3.5** **Access to Land**

Natural England will initially obtain landowner/manager permission in advance of the surveys providing approximate timings of site visits.

If Land managers request to be contracted prior to visits, contact details will be securely supplied to the contractor at the start of contract by Natural England. The contractor will then liaise directly with landowners and occupiers to arrange specific dates and times for access. Permissions must be obtained at least 48 hours prior to monitoring, with any refusals or other issues notified to the Natural England project officer within 3 working days.

1. **Health & Safety / Known hazards & risks**

Risks associated with field-based work need to be considered. The Health and Safety at Work Act 1974 is to be fully complied with at all times.

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. **You do not need to submit a site-specific risk assessment with your tender response, if successful you will be expected to do so before commencing any work.**

If any incidents occur on site, these should be reported to the Project Officer within 3 working days.

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 – provide description of level taken out
* Professional Indemnity Insurance – provide description of level taken out

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

1. **Reporting,** **analysis and presentation of data**

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

* 1. **Analysis and Reporting**
* A report will be produced to include introduction, methods, limitations, results and discussion, together with maps showing the locations of transect routes.
* The results section will include the calculation of the breeding bird assemblage on the SSSI. This is calculated using the score at the time of notification and then compared to the threshold for favourable condition.
* The results section will include the comparison of the aggregation populations against baseline with an assessment of condition made.
* The results section will also describe the habitat (see Phase 1 section above) and compare the current habitat extent to that at the time of notification (information will be provided).
* As described in the data format section above, an Excel spreadsheet should be included showing the six-figure x: y co-ordinates of the start and end points of the transect routes and the locations of registrations of confirmed/probable breeding bird species from the assemblage.
* A section describing the bird interest across the SSSI should be included, including a tabulated list of possible, probable, and confirmed breeding birds for the SSSI, defined according to the Bird Breeding Status Codes. Estimates should be made of the number of territories of the probable and confirmed breeding species.
* Additional descriptive sections in the report relating to any bird species of conservation interest and concern that are additional to the assemblage scoring species (e.g., if any newly colonising species were recorded)
* A general description of the habitat should be included, with clear and concise recommendations for management to benefit individual species or groups of birds.

**A separate report is required for each site**

**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 timescale below. All reports should be sent to the Project Officer.**

The submission for the draft report 03/10/2023

The Final report must be returned by 01/11/2023

* 1. **Maps**
     1. **GPS data formats**

It is important to be able to geo-locate the survey effort so that geospatial cross-referencing with other data sources can take place.

The location of the start and end points of all transect routes should be provided in six figure x:y co-ordinates format, entered in an Excel spreadsheet.

In addition, the location of registrations of the confirmed/probable breeding species from the woodland and scrub breeding bird assemblage should be provided using the same six figure x:y co-ordinates format, entered in an Excel spreadsheet.

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 transect routes should be provided as part of the contract outputs (see below). Indicative mapped routes can be provided as part of the tender process at the discretion of the contractor. 

**5.2.2 Map Outputs**

Provide maps showing the location of each recorded probable or confirmed breeding record for each target species and provide separate x:y grid references and species codes in an excel spreadsheet. Precise locations of rare and sensitive species should not be included if the report is for wider circulation – such information should be provided separately, ideally in a confidential, password-protected annex.

Provide maps showing the location of any transects, point counts and survey routes in the report or in a GIS file compatible with ArcMap.

The following maps should be provided:

Maps showing areas surveyed and transect routes

Maps showing location of confirmed / probable breeding species

Phase 1 map showing the habitats on the SSSI.

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.](http://www.naturalengland.org.uk/publications/data/giforcontractorspartners.aspx)

1. **Sustainability**

Please provide details of your company’s sustainability policy/procedures. Companies who are located closer to the survey sites will score higher (see Evaluation Criteria below).

**Prices**

* Prices must be submitted in £ sterling, inclusive of VAT.
* Please price against the work described in this specification and annexes and complete the pricing template in Annex 6.
* 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.

It is anticipated that this contract will be awarded for a period of 9 months to end no later than 01/11/2023. 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.

Suppliers should email invoices to [APinvoices-NEG-U@gov.sscl.com](mailto:APinvoices-NEG-U@gov.sscl.com) or post them to:

Shared Services Connected Limited    
Natural England    
PO Box 793    
Newport    
NP10 8FZ

Please ensure that the Purchase Order number is included on the invoice and copy in [protectedsites.contracts@naturalengland.org.uk](mailto:protectedsites.contracts@naturalengland.org.uk)

**Quotation Submission**

**Your tender should include the following information**

1. Pricing Template (Annex 5)
2. Your proposal outlining how you will meet Natural England’s Requirements.
3. 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. Please use your professional judgement to estimate how long a single visit will take, taking into account the terrain of the site/s. Please use Annex 1 as an indication of which species may be present.
4. Insurance certificates.
5. Health and Safety Policy and approach to risk
6. Acceptance of terms and conditions

**Evaluation Criteria**

The contract will be awarded to the tender which best fits the profile of requirements. This will be assessed by the Project Officer in consultation with relevant colleagues using the evaluation criteria detailed below.

As part of the evaluation process a quality threshold will be placed on each scoring criterion identified below. If your tender falls below the threshold then your bid will not be considered.

Your tender should include the following information and supporting evidence.

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | **Weighting**  **(%)** | **Threshold score out of 10** | **Tender Information** |
| **Technical expertise and experience –**  Please provide details of your experience in undertaking:   * Breeding bird surveys using the methods detailed in this specification.     Please provide details of your experience in:   * Breeding bird surveys generally. * Analysis, presentation and reporting of data generated from surveys. * Phase 1 Habitat Surveys | 20 | 8 | Previous contracts for undertaking breeding bird surveys for site evaluations and Site Condition Monitoring on SSSI sites.    Qualifications, technical merit and experience of key staff engaged on the contract e.g. CVs, previous breeding bird survey / contracts, technical qualifications. Particular reference should be made to experience of breeding bird surveying of the habitats present. |
| **Fit with Specification and methodology –**    **Availability:**  Please provide full details as requested under Tender Information.    **Capability for full delivery of expectation:**  Please provide full details as requested under Tender Information. | 15 | 7 | Include details of availability given the timescales page 1/2 and a proposed outline schedule or timetable of works.    Include details of capability for field survey work with a clear rationale for the estimated number of days for field work. Please include details of how the survey area will be covered and how the visits will be organised in terms of personnel and timescales. |
| **Project and risk management, and resources allocated –**  Please provide full details as requested under Tender Information | 15 | 7 | 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. |
| **Sustainability** | 5 | 7 | Company sustainability policy/procedures.  Distance from the SSSIs, local suppliers will score more highly. |
| **Financial (value for money)** | 45 | No threshold | Include all costs and VAT clearly itemised. |

The scoring quality criteria are listed in Annex 5

**Contract Management**

This contract shall be managed on behalf of the Authority by:

Emma Bacchus

Senior Adviser: SSSI Monitoring and Evaluation Team

Please send all correspondence to [protectedsites.contracts@naturalengland.org.uk](mailto:protectedsites.contracts@naturalengland.org.uk).

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

Suppliers will be required to invoice after each contract milestone. An invoice schedule will be agreed after the contract is awarded.

**Fortnightly updates during the first month then monthly updates thereafter, an e-mail summary of work progress should be sent to the project officer monthly.**

**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.

**Annexes**

Annex 1: Bird Breeding Status Codes

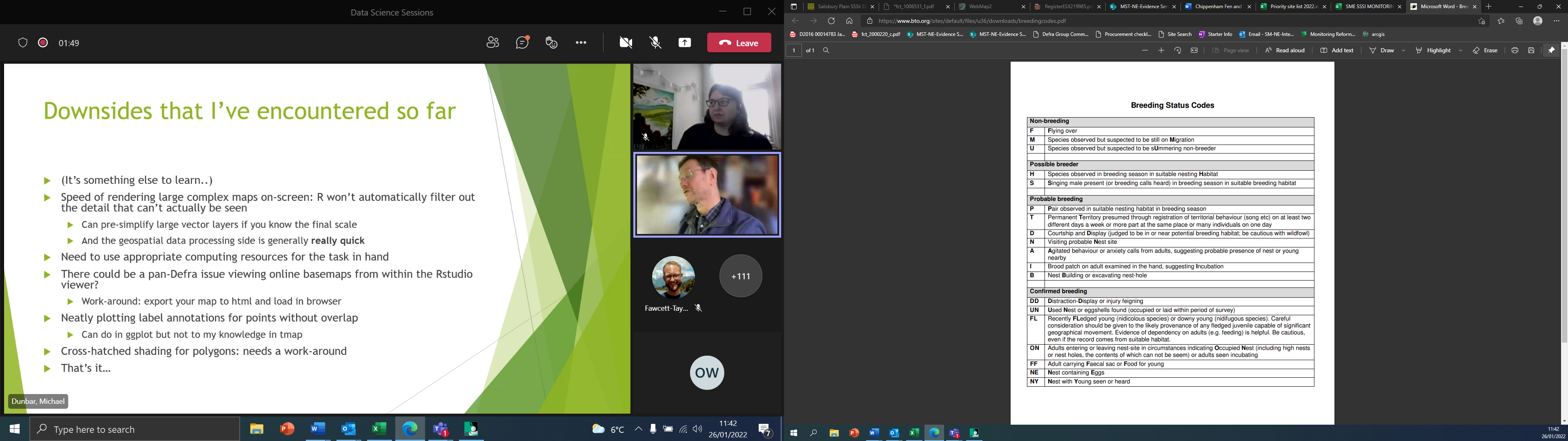
Annex 2: Bird Rank Scores

Annex 3: Map showing survey area

Annex 4: Scoring Criteria

Annex 5: Pricing Template

**Annex 1: Bird Breeding Status Codes**



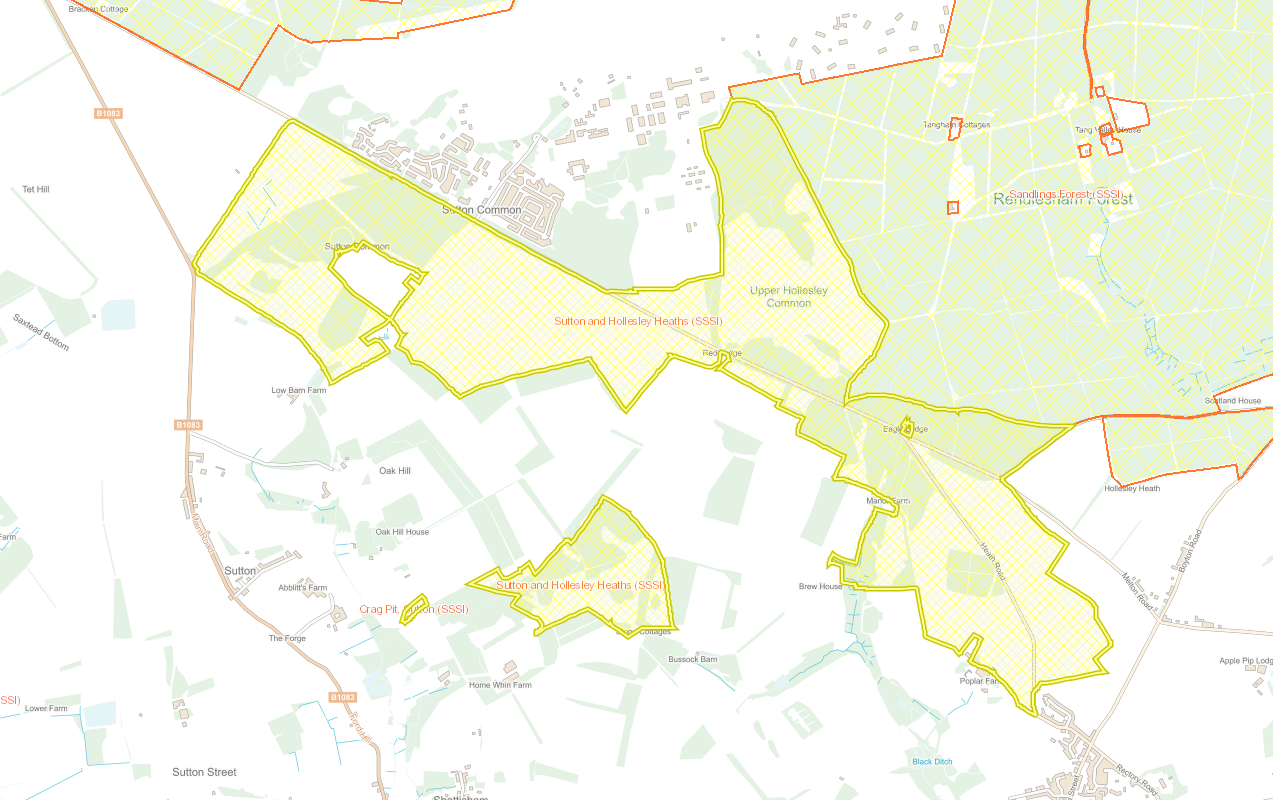
**Annex 2: Bird species Rank scores**

|  |  |  |
| --- | --- | --- |
| Species | 1983 ranking | Relevant pre-89 guidance habitat categories for species with scores |
| Mute swan | 2 | Lowland grassland |
| Greylag goose | 0 | Upland grassland/Heaths/Peatlands |
| Shelduck | 2 | Lowland grassland |
| Wigeon | 4 | Upland grassland/Heaths/Peatlands |
| Gadwall | 4 | Lowland grassland |
| Teal | 3 | Upland grassland/Heaths/Peatlands |
| Mallard | 1 | Lowland grassland |
| Pintail | 5 | Lowland grassland |
| Garganey | 5 | Lowland grassland |
| Shoveler | 3 | Lowland grassland |
| Pochard | 4 | Lowland grassland |
| Tufted duck | 3 |  |
| Eider | 2 |  |
| Goldeneye | 5 | Upland grassland/Heaths/Peatlands |
| Red-breasted merganser | 3 | Upland grassland/Heaths/Peatlands |
| Goosander | 3 | Upland grassland/Heaths/Peatlands, Woodland |
| Red grouse | 1 | Upland grassland/Heaths/Peatlands |
| Black grouse | 2 | Upland grassland/Heaths/Peatlands, Woodland |
| Pheasant | 0 |  |
| Grey partridge | 1 |  |
| Quail | 1 |  |
| Fulmar | 5 |  |
| Manx shearwater | 1 |  |
| Storm petrel | 1 |  |
| Gannet | 1 |  |
| Cormorant | 3 |  |
| Shag | 2 |  |
| Bittern | 5 | Lowland fen |
| Little egret | 0 |  |
| Grey heron | 3 | Lowland grassland, Lowland fen, Woodland |
| Spoonbill | 0 |  |
| Little grebe | 2 | Lowland fen |
| Great crested grebe | 3 |  |
| Black-necked grebe | 5 |  |
| Honey buzzard | 5 | Woodland |
| Red kite | 5 | Woodland |
| Marsh harrier | 5 | Lowland grassland, Lowland fen |
| Hen harrier | 4 |  |
| Montagu’s harrier | 6 | Upland grassland/Heaths/Peatlands |
| Goshawk | 5 | Woodland |
| Sparrowhawk | 2 | Woodland |
| Buzzard | 2 | Montane and Upland grassland/Heaths/Peatlands, Woodland |
| Golden eagle | 4 | Upland grassland/Heaths/Peatlands |
| Osprey | 5 | Upland grassland/Heaths/Peatlands, Woodland |
| Kestrel | 2 | Lowland heath |
| Merlin | 4 | Upland grassland/Heaths/Peatlands |
| Hobby | 4 | Lowland heath, Woodland |
| Peregrine | 4 | Montane and Upland grassland/Heaths/Peatlands |
| Water rail | 3 | Lowland fen |
| Spotted crake | 6 | Lowland fen |
| Corncrake | 4 | Lowland grassland |
| Moorhen | 1 | Lowland grassland, Lowland fen |
| Coot | 2 | Lowland grassland, Lowland fen |
| Crane | 0 | Lowland grassland, Lowland fen |
| Oystercatcher | 2 | Upland grassland/Heaths/Peatlands |
| Avocet | 4 | Lowland grassland |
| Stone curlew | 4 | Lowland heath, Lowland grassland |
| Little ringed plover | 4 |  |
| Ringed plover | 3 | Upland grassland/Heaths/Peatlands |
| Dotterel | 5 | Montane grassland/Heaths |
| Golden plover | 2 | Montane and Upland grassland/Heaths/Peatlands |
| Lapwing | 1 | Lowland grassland, Upland grassland/Heaths/Peatlands |
| Dunlin | 3 | Montane and Upland grassland/Heaths/Peatlands |
| Ruff | 5 | Lowland grassland |
| Snipe | 2 | Upland grassland/Heath/Peatland, Lowland grassland, Lowland fen, Lowland heath |
| Woodcock | 2 | Woodland |
| Black-tailed godwit | 5 | Lowland grassland |
| Curlew | 2 | Upland grassland/Heath/Peatland, Lowland grassland, Lowland heath |
| Common sandpiper | 2 | Upland grassland/Heath/Peatland |
| Redshank | 2 | Lowland grassland, Upland grassland/Heath/Peatland, Lowland heath |
| Kittiwake | 1 |  |
| Black-headed gull | 1 |  |
| Common gull | 2 | Upland grassland/Heath/Peatland |
| Lesser black-backed gull | 2 | Upland grassland/Heath/Peatland |
| Herring gull | 1 | Upland grassland/Heath/Peatland |
| Great black-backed gull | 2 |  |
| Little tern | 3 |  |
| Sandwich tern | 2 |  |
| Common tern | 2 |  |
| Roseate tern | 4 |  |
| Arctic tern | 2 |  |
| Guillemot | 1 |  |
| Razorbill | 1 |  |
| Black guillemot | 2 |  |
| Puffin | 1 |  |
| Rock dove/feral pigeon | 0 |  |
| Stock dove | 1 | Woodland |
| Woodpigeon | 0 |  |
| Collared dove | 2 |  |
| Turtle dove | 1 |  |
| Cuckoo | 2 | Upland grassland/Heaths/Peatlands, Lowland grassland, Lowland fen, Lowland heath, Woodland |
| Barn owl | 3 |  |
| Tawny owl | 2 | Woodland |
| Long-eared owl | 3 | Lowland heath, Woodland |
| Short-eared owl | 3 | Upland grassland/Heaths/Peatlands |
| Little owl | 3 |  |
| Nightjar | 3 | Lowland heath |
| Swift | 0 |  |
| Kingfisher | 3 | Lowland fen |
| Green woodpecker | 2 | Woodland |
| Great spotted woodpecker | 2 | Woodland |
| Lesser spotted woodpecker | 2 | Woodland |
| Golden oriole | 5 | Woodland |
| Red-backed shrike | 5 |  |
| Chough | 4 |  |
| Magpie | 1 | Woodland |
| Jay | 1 | Woodland |
| Jackdaw | 1 | Woodland |
| Rook | 1 | Woodland |
| Carrion crow | 1 | Woodland |
| Hooded crow | 0 |  |
| Raven | 3 | Montane and Upland grassland/Heaths/Peatlands, Woodland |
| Goldcrest | 0 | Woodland |
| Firecrest | 4 |  |
| Blue tit | 0 |  |
| Great tit | 0 |  |
| Coal tit | 0 |  |
| Willow tit | 2 | Woodland |
| Marsh tit | 1 | Woodland |
| Bearded tit | 4 | Lowland fen |
| Woodlark | 4 | Lowland heath |
| Skylark | 0 |  |
| Sand martin | 1 |  |
| Swallow | 1 |  |
| House martin | 1 |  |
| Cetti’s warbler | 4 | Lowland fen |
| Long-tailed tit | 1 | Woodland |
| Wood warbler | 2 | Woodland |
| Chiffchaff | 1 | Woodland |
| Willow warbler | 0 |  |
| Blackcap | 1 | Woodland |
| Garden warbler | 2 | Woodland |
| Lesser whitethroat | 2 |  |
| Whitethroat | 1 | Lowland heath |
| Dartford warbler | 4 | Lowland heath |
| Grasshopper warbler | 2 | Lowland grassland, Lowland fen, Lowland heath |
| Savi’s warbler | 5 | Lowland fen |
| Sedge warbler | 1 | Lowland grassland, Lowland fen |
| Marsh warbler | 5 | Lowland fen |
| Reed warbler | 2 | Lowland fen |
| Nuthatch | 2 | Woodland |
| Treecreeper | 1 | Woodland |
| Wren | 0 |  |
| Starling | 0 |  |
| Dipper | 2 | Upland grassland/Heaths/Peatlands |
| Ring ouzel | 2 | Montane and Upland grassland/Heaths/Peatlands |
| Blackbird | 0 |  |
| Song thrush | 0 |  |
| Mistle thrush | 1 | Woodland |
| Spotted flycatcher | 1 | Woodland |
| Robin | 0 |  |
| Nightingale | 3 | Woodland |
| Black redstart | 5 |  |
| Redstart | 2 | Woodland |
| Whinchat | 2 | Upland grassland/Heaths/Peatlands |
| Stonechat | 2 | Upland grassland/Heaths/Peatlands, Lowland heath |
| Wheatear | 2 | Upland grassland/Heaths/Peatlands, Lowland heath |
| Pied wagtail | 1 |  |
| Dunnock | 0 |  |
| House sparrow | 0 |  |
| Tree sparrow | 1 |  |
| Yellow wagtail | 2 | Lowland grassland |
| Grey wagtail | 2 | Upland grassland/Heaths/Peatlands |
| Pied flycatcher | 0 |  |
| Tree pipit | 2 | Lowland heath, Woodland |
| Meadow pipit | 0 |  |
| Rock pipit | 2 |  |
| Chaffinch | 0 |  |
| Brambling | 0 |  |
| Serin | 6 | Woodland |
| Greenfinch | 0 |  |
| Goldfinch | 1 |  |
| Siskin | 2 | Woodland |
| Linnet | 0 | Lowland heath |
| Twite | 2 | Upland grassland/Heaths/Peatlands |
| (Lesser) redpoll | 1 | Woodland |
| Common Crossbill | 3 | Woodland |
| Parrot crossbill | 0 |  |
| Bullfinch | 1 | Woodland |
| Hawfinch | 3 | Woodland |
| Yellowhammer | 1 | Lowland heath |
| Cirl bunting | 4 |  |
| Reed bunting | 1 | Lowland grassland, Lowland fen |
| Corn bunting | 2 |  |

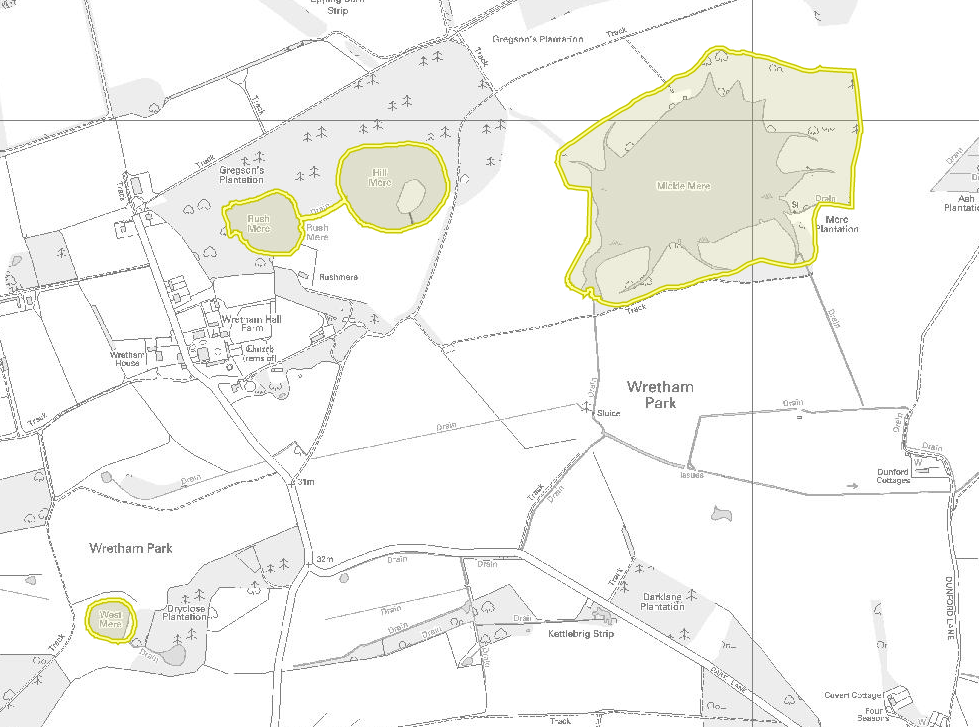
**Annex 3: Maps showing approximate location and extent of survey areas**

For more detailed information on site location please see [Magic.gov.uk](https://magic.defra.gov.uk/MagicMap.aspx?&startTopic=GreyRasters&chosenLayers=sssiIndex,backdropDIndex,backdropIndex,europeIndex,baseIndex&box=627573:244858:640160:251056&useDefaultbackgroundMapping=false)

Sutton and Hollesley Heath



**Wretham Park Meres**  [Magic.gov.uk](https://magic.defra.gov.uk/MagicMap.aspx?&startTopic=GreyRasters&chosenLayers=sssiIndex,backdropDIndex,backdropIndex,europeIndex,baseIndex&box=589212:291260:591729:292499&useDefaultbackgroundMapping=false)



**Annex 4: Scoring Criteria**

|  |  |
| --- | --- |
| **Scoring - Quality Criteria** | |
| **Rating of Response** | **Score** |
| VeryGood or Fully Compliant Submission:  meeting all requirements and is fully explained in comprehensive detail. | 9 - 10 |
| Good or Fully Compliant Submission:  meeting all the requirements and is explained in reasonable detail. | 7 - 8 |
| Satisfactory or Compliant Submission:  meeting the essential requirements and is explained in adequate detail. | 5 - 6 |
| Weak or Partially Compliant (Minor issues) Submission:  falls short of requirements in some areas and is poorly explained. | 3 - 4 |
| Unacceptable or Non-Compliant (Major issues) Submission:  fails to meet requirements and is not explained. | 1 - 2 |

**Annex 5: Pricing specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item of work/task** | **Grade of Staff** | **Day Rate** | **Number of days** | **Total Cost** |
| Project management meetings |  |  |  |  |
| Pre-survey reconnaissance |  |  |  |  |
| Bird Surveys |  |  |  |  |
| Phase 1 Survey |  |  |  |  |
| Collation and analysis of results |  |  |  |  |
| Reporting |  |  |  |  |
| Other costs including materials / equipment |  |  |  |  |
| T&S |  |  |  |  |
| Total excl. VAT |  |  |  |  |