



[www.gov.uk/naturalengland](http://www.gov.uk/naturalengland)

# Request for Quotation

## Request for Quotation

### Creation of firebreak on Thorne Moors

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: Wednesday 14 December 2022

Email: [Paul.Schofield@naturalengland.org.uk](mailto:Paul.Schofield@naturalengland.org.uk)

Date: Wednesday 14 December

Time: 16:00

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

Paul Schofield 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	22 November 2022 at 16:00
Deadline for clarifications questions	13 December 2022 at 16:00
Deadline for receipt of Quotation	14 December 2022 at 16:00
Intended date of Contract Award	16 December 2022
Intended Contract Start Date	4 January 2023
Intended Delivery Date / Contract Duration	By 10 February 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](#)

### Project title

Creation of firebreak on Thorne Moors

### Introduction

These works are being delivered as part of an EU LIFE funded project called Moor Space taking place on Thorne Moors and will be an element of restoration works taking place on these important peatlands. The clearance of drains will allow Natural England to manage the water levels on site more effectively.

### Site

The site is known as Thorne Moors located approximately 20km North East of Doncaster in South Yorkshire and 18km North West of Scunthorpe in North Lincolnshire. Thorne Moors along with Hatfield Moors forms the largest area of lowland raised mire in the UK.

There are two restricted gated site entrances for vehicles:

Entrance A: Grid reference (SE755171) – What3words (helped.gifted.iteration)

Entrance B: Grid reference (SE720187) – What3words (starch.comforted.helped)

Both entrances can be seen at: [Grid Reference Finder](#).

### Requirement

The works required as part of this request for quotation are to create a firebreak on Thorne Moors. The creation will involve removing 4m width of scrub on both sides of a 3.6km track.

Arisings to be chipped and spread along the newly created firebreak.

Scrub is predominately Silver Birch. A limited number of site pictures are shown in Appendix A.

A site map is included in Appendix B, showing the site at 15,000 scale. Site entrances can be seen as blue Dots, Entrance A being to the east and Entrance B to the west. The firebreak path is shown as a dotted red line.

Due to the ground in this area being peat, tracked, low pressure machinery will be required during this operation.

As part of this request for quotation the following is requested:

- A price to clear scrub up to a distance of 4m either side of the track at a length of 3.6km.
- Scrub to be chipped and left on site.
- An outline method of how you propose to undertake the works.
- A risk assessment.
- You should also demonstrate a Health and Safety system to the equivalent ofSSIP certification (Safety Schemes in Procurement), or complete the Natural England Contractor Competence Questionnaire under Appendix C.

### Delivery Timescales

Work to be completed before 10 February 2023. However, there is flexibility of 2 weeks if adverse weather effects works being undertaken.

### Site visits

Interested parties can visit the site upon request, please contact the Project Manager to arrange this. It is recommended that you visit the site before submitting a quote for these works.

### Project Manager details

Name: Paul Schofield; Email: [Paul.schofield@naturalengland.org.uk](mailto:Paul.schofield@naturalengland.org.uk); Tel: 07990 594121

It is anticipated that this contract will be awarded for a period of 1 month to end no later than 10 February 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.

## **Prices**

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

## **Quotation Submission**

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

Price – 80%

Quality – 20%

Criteria	weighting	To include:
<b>Methodology</b>	50	<ul style="list-style-type: none"><li>Please submit Outline method of how you proposes to deliver the services.</li></ul>
<b>H&amp;S</b>	50	<p>To include:</p> <ul style="list-style-type: none"><li>Please detail how you will manage any H&amp;S risks.</li></ul>

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 the Authority by Paul Schofield, Tel: 07990594121 or Email: paul.schofield@naturalengland.org.uk.

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

Invoices to be paid 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

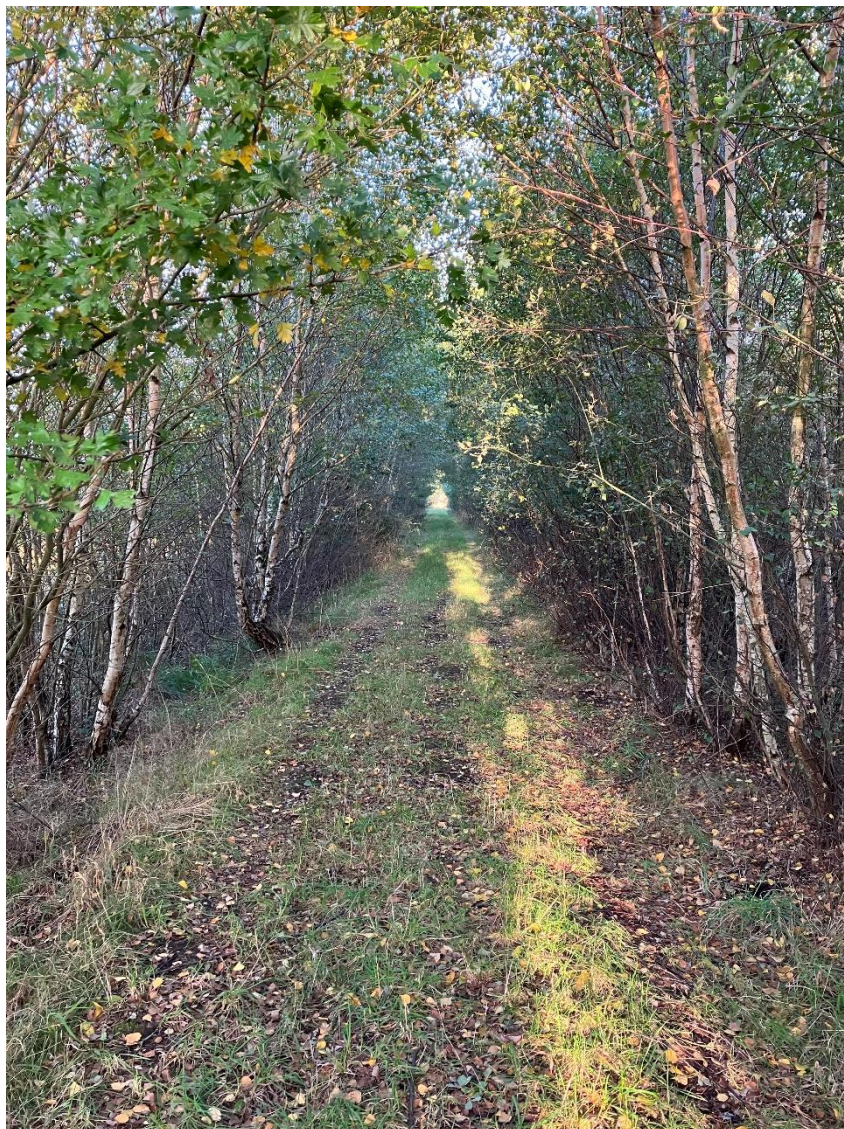
For the purposes of the Regulations the Authority is the data processor.

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.

## **Appendix A – Site pictures**









Appendix B – Site Map



Map Title

Key

APGB Aerial photography © Bluesky International Ltd/Getmapping PLC. PGA Aerial Photography licensed to Natural England for PGA, through Next Perspectives™. Permitted use: Natural England core business only.

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Map Produced from WebMap2 on 16/11/22  
Map Projection: British National Grid  
Map Scale at A3: 1:15,000