Request for Quotation

The Chalk Coast NNR: Chalk Scrub Evaluation Project

18th December 2023



[www.gov.uk/natural-england](http://www.gov.uk/natural-england)

# Request for Quotation

### The Chalk Coast NNR: Chalk Scrub Evaluation Project

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:** [maddy.wells@naturalengland.org.uk](mailto:maddy.wells@naturalengland.org.uk)

**Date:** 12/01/2024

**Time:** 16:00

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

**Madeleine Wells** 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.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 18/12/2024 at 16:00 GMT |
| Deadline for clarifications questions | 05/01/2024 at 16:00 GMT |
| Deadline for receipt of Quotation | 12/01/2024 at 16:00 GMT |
| Intended date of Contract Award | 18/01/2024 |
| Intended Contract Start Date | 18/01/2024 |
| Intended Delivery Date / Contract Duration | 18/01/2024 to 30/03/2025 |

# Section 1: General Information

### Glossary

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

|  |  |
| --- | --- |
|  |  |
| “Authority” | Means 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

* 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 Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](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

## Specification of Requirements

### Background to Natural England

Natural England is the government’s advisor for the natural environment in England, helping to protect England’s nature and landscapes. Nature Recovery is at the centre of the Government’s [Environmental Improvement Plan (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1133967/environmental-improvement-plan-2023.pdf). With the introduction of the Nature Recovery Network, by 2042 Natural England is working to restore 75% of protected sites, create 500,000ha of additional habitat, recover threatened species and deliver environmental, economic, and social benefits, such as carbon capture, flood management, clean water, pollination and public health and wellbeing. Natural England has created 12 Nature Recovery Projects across England which will strengthen and fast track the Nature Recovery Network and showcase how to deliver nature recovery at a local and ecologically functioning scale.

We are working with a wide range of partners, stakeholders, and customers on a range of projects, from influencing sustainable development, advising farmers and landowners how they can manage their land in a sustainable way for the benefit of the environment, gathering and analysing environmental data, and carrying out vital statutory duties. Across the country, we’re helping nature to support people and our planet.

Further information about Natural England can be found at: [Natural England](http://www.naturalengland.org.uk/)

### Seaford to Eastbourne Nature Recovery Project

#### Background to the specific work area relevant to this purchase

Seaford to Eastbourne Nature Recovery Project (NRP) covers 12,000ha and aims to create wildlife-rich habitats, improve climate security, and offer opportunities for the local community to connect with nature. The project will build on key partnerships with South-East Water, local authorities, and farmers. Within the NRP we are proposing an extension of the National Nature Reserve to create a 'super NNR', inspired by the importance of the chalk geology and the ecosystem services that it provides. Chalk geology is the underpinning driver as it has critical importance for water supply in the area and subsequently provides wider environmental, economic and social benefits. Often, the ecology is linked to the wider health of raw water quality and quantity. This project will enable stakeholders to value the importance of the chalk downs and provide opportunities for environmental education.

We aim to also restore and create a range of priority habitats, with the most prominent being chalk grassland. Across the landscape there are also dominant patches of scrub habitat which has recently been included as a wildlife-rich habitat, within Schedule 1 of The Environmental Targets (Biodiversity) Regulations 2023.

Favourable conservation status of chalk grassland relies on vegetation heterogeneity including scattered scrub of various age classes; dynamic habitat mosaics are highly valued in conservation assessments and provide an important resource for species (especially invertebrates). Different successional stages of calcareous scrub provide structural and species diversity. Scrub levels across the Seaford to Beachy Head SSSI, after a recent condition assessment, currently has much higher than the 5% allowance of scrub habitat on the chalk grassland, with similar high scrub level across the landscape. Additionally, other areas, such as Whitbread Hollow, have ancient scrub outside of the chalk grassland that need to be captures and mapped. Scrub has the potential to be a complimentary habitat to those within the NRP: chalk grassland, heaths and high-carbon habitats such as intertidal mudflat and saltmarsh. However, little is known about what role scrub has within this landscape and its value to chalk grassland specialist species.

This project will collate evidence and undertake surveys of the existing scrub across the c.2000ha of the proposed sNNR establishing extent, structure, quality, and connectivity as well as associated species populations to inform habitat and management choices. Management, including scrub management and interconnectedness of grassland and scrub, is already underway, funded through agri-environment schemes. This project will create consensus amongst landowners and farmers as to the optimum approach by researching the value they each place on the habitat and their aspirations for nature recovery on their land.

The main outcomes of the project are:

* To gain a thorough understanding of the study area, including scrub cover and value to target species (chalk grassland specialists including the Adonis Blue, invertebrate assemblage F111, heath specialists including the Grayling butterfly, rare and threatened avian and mammalian species and incoming migratory species found within the NRP), presence of non-native invasive species and climate threats.
* To obtain management and/or enhancement recommendations for the scrub habitats based on the best available information.
* To prepare a management plan based on these recommendations that focuses on deriving maximum biodiversity value from the inter-relation and connectivity across the habitat mosaic for the study area that is achievable for the landowner partnership.

### Requirement

This will be a two-year project (subject to financial confirmation). The area to be assessed is managed by eight partners and covers 2018ha of land with the addition of potentially 1400ha as associated areas, as shown in Figure 1.

The requirements for the Year One of the project are as follows:

1. Literature review.

Undertake a literature review to compile a report detailing:

* What constitutes 'high quality' scrub habitat for supporting target species.
* What constitutes scrub habitat which holds limited or no value in supporting target species.
* The habitat requirements and identifying the impacts of scrub types on chalk grassland specialist species alongside avian, invertebrate and mammalian species and assemblages found within the area (including importance for migratory species).
* The effects of different scrub management on chalk grassland species.
* The importance of habitat connectivity of scrub and key species that benefit from this.
* Existing evidence of how scrub habitat can fit in and be complimentary to other habitats (chalk heath, grassland etc.).
* Existing evidence of the value of scrub habitat on chalk soils and throughout the NRP.
* How 'high quality' scrub can be managed effectively taking into consideration the relative importance of the different priority habitats within the study area and wider NRP.
* How stable/mobile the scrub edge is, how it can be managed, the importance of the scrub edge within the chalk landscape.
* Identifying potential for early successional scrub to develop outside chalk grassland areas and for dynamism in the scrub age structure. Investigating the speed of change of scrub.
* The future impacts of climate change on scrub, chalk specialists and the wider landscape.
* Collation of evidence of species records (e.g., birds, mammals and invertebrates) for the NRP area from publicly available records, partner studies and local recorders including the Sussex Biodiversity Record Centre and from Sussex Ornithological Society. Identify any need for gaps in species records / the need for further studies to inform year 2 actions.
* Review of existing literature including scrub monitoring within the South Downs Landscape (ADAS 1996), the Nature Conservation Value of Scrub in Britain (JNCC Report 2000) and the Scrub Management Handbook (English Nature 2006).
* Understanding factors limiting the potential extent for chalk grassland habitats caused by geology/soils, restoration timelines and degrees of risk.
* Capture existing agri-environment schemes within the NRP.

1. Mapping

Aerial and ground based digital data capture of extent, structure, quality, and connectivity of scrub within Seaford to Eastbourne NRP. This would include a collation of historic evidence including scrub cover from RAF Aerials and historical series maps. Creation of a map (GIS mapping) of the areas of developed scrub habitat across the NRP, with the aim to show connectivity and distribution of this habitat type. Use of 2D/3D modelling to assess condition of existing scrub, threats, and potential for scrub enhancement. This would be followed by site visits and assessment to look at structure of the scrub, diversity, species richness, height and age of scrub to verify areas of high suitability. Additionally, this would include mapping of existing agri-environment schemes within the NRP.

The requirements for the Year Two of the project (subject to financial confirmation) are as follows:

1. Species surveys if necessary

Identifying which scrub species are present across the area and identifying the location and population extent of any invasive species present.

* Invertebrate surveys to identify species diversity and scarcity within a variety of scrub habitats.
* Ornithological studies including breeding bird surveys to identify how avian species utilise scrub.
* Mammalian surveys to identify how mammal species utilise scrub, including bats, hedgehogs, and dormouse.

These surveys will be used to create a map of the location of species, identifying where fragmented habitat is affecting species distribution, and where habitat creation/enhancement can be targeted to benefit these species.

1. Management plan.

Preparation of a management plan based on these recommendations for the study area that is achievable for the landowner partnership.

A map of a city

Description automatically generated

Figure 1. Super NNR area outlined in red. Seaford to Eastbourne NRP outlined in green.

### Sustainability

Defra Group protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25-year environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

### Outputs and Contract Management

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| Objective 1 | Final Literature Review, completed following Natural England digital document guidelines.  DRAFT documents to be complete by beginning of March to allow comments and changes to be made ahead of final delivery. | Contractor | March 2024 |
| Objective 2 | Mapping, including GIS layer and habitat modelling and site visit. DRAFT documents to be complete by beginning of March to allow comments and changes to be made ahead of final delivery. | Contractor | March 2024 |
| Objective 3  (Subject to financial confirmation) | Species surveys (invertebrate, mammalian and avian) and species mapping. | Contractor | March 2025 |
| Objective 4  (Subject to financial confirmation) | Preparation and collation of results, consultation with key partners to create management plan. | Contractor, NE, Landowners, Key Partners | March 2025 |

### 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. There are two invoices required: the first invoice will be submitted after all work for Objective 1 (Literature Review) and Objective 2 (Mapping) has been completed, the second invoice will be submitted subject to financial confirmation after all work for Objective 3 (Species Surveys) and Objective 4 (Management Plan) has been completed.

It is anticipated that this contract will be awarded for a period of 14 months to end no later than 30/03/2025 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

The bid will be evaluated based on price, and against the following criteria:

* A demonstration, in your own words, that you have clearly understood the requirements of this piece of work
* A demonstration of relevant experience of the project team personnel which demonstrates recent experience of carrying out similar pieces of work; and
* An outline of the method of how you propose to deliver this piece of work, including a justification for the methods proposed, a provisional project plan, you should include an indication of the input required from Natural England.
* A short assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated.

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

**Technical –50% Commercial –50%**

The quality criteria are weighted in accordance with the importance and relevance

attached to each one, as shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Maximum available score | Weighting | Maximum length |
| Key personnel | 100 | 20% | 800 words excluding CVs |
| Methodology | 100 | 40% | 800 words |
| Understanding of NEs requirements | 100 | 20% | 500 words |
| Management of Sustainability and social value | 100 | 10% | 500 words |
| Health and Safety | 100 | 10% | 500 words |

### **Evaluation criteria**

Evaluation weightings are 50% technical and 50% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| **Technical** | 50% | Service / Product Proposal | Methodology | 1 Question  Q1- Provide details of the methodology and approaches proposed to deliver the requirements of this project. (40% of technical score available. |
| Key personnel | 1 Question  Q2 - Provide details of the project team personnel proposed to deliver the requirements of this project. (20% of technical score available) |
| Understanding of requirements | 1 Question  Q3 - Demonstrate that you have clearly understood the requirements of this piece of work  (20% of technical score available) |
| Management of sustainability and social value | 1 Question  Q4 - Demonstrate 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 (10% of technical score available) |
| Health & Safety | 1 Question  Q5 - A short assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated. (10% of technical score available) |
| **Commercial** | 50% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q1 - Cost of contract (100% of commercial score available) |

### Technical (50%)

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.

|  |  |
| --- | --- |
| Methodology | Detailed Evaluation Criteria |
| Q1. Provide details of the methodology and approaches proposed to deliver the requirements of this project.  Responses should not exceed 800 words (excluding CVs) | 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. |

|  |  |
| --- | --- |
| Key Personnel | Detailed Evaluation Criteria |
| Q2. Provide details of the project team personnel proposed to deliver the requirements of this project.  Responses should not exceed 800 words | Your response should  1) Demonstrate relevant experience of the project team personnel which shows recent experience of carrying out similar pieces of work; |

|  |  |
| --- | --- |
| Understanding of requirements | Detailed Evaluation Criteria |
| Q3. Demonstrate, that you have clearly understood the requirements of this piece of work  Responses should not exceed 500 words | Your response should  1) Demonstrate, in your own words, that you have clearly understood Natural England’s requirements of this piece of work |

|  |  |
| --- | --- |
| Management of sustainability and social value | Detailed Evaluation Criteria |
| Q4. Demonstrate 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  Responses should not exceed 500 words | Your response should  1) Demonstrate a clear understanding of the nature of the requirements. |

|  |  |
| --- | --- |
| Health and Safety | Detailed Evaluation Criteria |
| Q5. A short assessment of risks and dependencies affecting the project, and your proposals for how these will be managed and mitigated.  Responses should not exceed 500 words | Your response should  1) Demonstrate that you have understood any potential risks for this project and explain how you would mitigate or manage these risks |

### Commercial (50%)

The Contract is to be awarded as a fixed price which will be paid according to the completion of the objectives 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 objective 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 **50%** (Maximum available marks)

##### **Technical**

Score = (Bidder’s Total Technical Score / Highest Technical Score) x **50%** (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.

# 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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