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Request for Quotation

##

**Requirements for Tender Bid**

It is anticipated that this contract will be awarded for a period of 18 weeks to end no later than 24/03/2023. Prices will remain fixed for the duration of the contract award period, with paid made upon completion of work. 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.

Bidders must complete and return the following documents:

**Tender Response Questions** – Bidders must answer the questions in this document to describe their proposal to undertake the performance of the Contract.  Bidders submissions must follow the same layout as this document.

**Pricing Schedule** – Bidders must complete and return this document to describe their prices. Bidders submissions must follow the same layout as this document.

**Scoring**

Scores will be allocated to bids according to the weighting described below;

* Cost 50%
* Quality 50% (comprising):
* Methodology 50%
* Previous experience and track record 40%
* Risk analysis 10%

|  |  |
| --- | --- |
| **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.  |

**Tender Response Questions**

1. Methodology (50%):

Please describe how you will approach the work for each objective

1. Previous experience and track record (40%):

Please outline any previous experience you have of working in this particular or related area of research.

1. Risks (10%):
	1. Describe all of risks you have identified that would impact your ability to complete the research to your fullest capability, including how you intend to manage these risks to mitigate impact on the project.
	2. Describe how you will manage staff absences or other events that may impact the research
	3. Describe how you will manage the timescales for this project to ensure it is delivered on time.

**Pricing Schedule**

Tenderers must complete the following pricing schedule.  All prices must be quoted in pounds sterling, exclusive of VAT.  All prices are to remain fixed for the duration of the contract.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable**  | **Number of days** | **Day rate of staff PRICE (ex. VAT) £**  | **Total Price (ex. VAT) £** |
| Objective 1 |  |  |  |
| Objective 2 |  |  |  |
| Objective 3 |  |  |  |
| Total cost |  |  |  |

**Contract Management**

This contract shall be managed on behalf of Natural England by Rebecca de Leij Rebecca.deleij@naturalengland.org.uk

The contract will be managed by:

* Start-up meeting
* Progress reporting every 2 weeks by MS teams meeting to the project team
* End of project meeting and close

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. To be invoiced after all the work has been completed.