



# Request for Quotation

## Request for Quotation: Dragonfly Assemblage Survey – Amberley Wild Brooks SSSI

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: 15/03/2023

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

Beth Mather 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	01/03/2023
Deadline for receipt of Quotation	15/03/2023
Intended date of Contract Award	17/03/2023
Intended date of inception meeting	w/c 20/03/2023
Intended Contract Start Date	27/03/2023

Contract Duration	8 months
Draft Report to be submitted to project officer	20/10/2023
Draft Report to be Submitted to Contractor with Natural England Comments	10/11/2023
Final report submission date	24/11/2023

## 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](#).

## 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](#)

### 1. Background

As part of the government's [25 year environment plan](#), and more recently the [environmental improvement plan](#), all Sites of Special Scientific Interest (SSSI's) must have an up to date condition assessment by 2028. These surveys are part of the project working towards achieving this goal.

SSSI monitoring is also changing. Historically, the condition of SSSI's has featured on individual units comprising of both singular and multiple features. In the new method of monitoring, surveys will focus on the entire site and cover individual features (Whole Feature Assessment (WFA)), helping Natural England to track the status of some of our rarest and most at risk species and habitats.

Amberley Wild Brooks SSSI is a 797ha site located approximately 3km from the village of Pulborough, West Sussex. This site lies within the Greensand Natural Area and is within the South Downs Area of Outstanding Natural Beauty. The site lies on greensand and river alluvium although there is an area of peat in the north which represents the only sizeable example of a relict raised bog in the southeast. Southern parts of the site are fed by calcareous springs whose influence declines to the north. There were 17 species of dragonfly present at notification.

This site is designated, in part, for its outstanding dragonfly assemblage.

Some historic data is available for this site and will be provided upon award of contract.

The size and location of the site is shown in Annex 1.

### 2. Aim

The aim of this contract is:

- To undertake a baseline dragonfly survey on the above named SSSI to assess the current state of the breeding populations.
- Undertake proxy assemblage monitoring assessments of each sample point (please see section 3.4 for further information).
- Provide a habitat description and its condition, suggesting where current management is working and where it is not, why might that be.

The results will allow Natural England to undertake a Common Standards Monitoring (CSM). (JNCC, 2008) assessment of the condition of invertebrate assemblages at the site and help with advising on future management to conserve the species.

### **3. Survey Methods**

#### **3.1 Field Work and Detailed Methodology**

Please note, most of the below methodology has been adapted from [the British Dragonfly Society's survey methods](#).

- Surveys are to be carried out between May-September in good weather.
- Three discrete sampling sessions should be undertaken to cover variation in the flight periods of dragonfly and damselfly species. Each session may require more than one day of field work, to cover the representative habitats for Odonata on the SSSI.
- If the contractor believes the visits have resulted in sub-optimal data collection (e.g due to poor weather conditions) one further visit can be undertaken per site survey. Please ensure a quotation is provided for this.
- A minimum of 4 sampling points will be required. Contractors are to use their own professional opinion (judging the site/habitat size) to determine the total number of samples.
- Most of the survey can be undertaken by visual methods only. Pond netting and similar methods can be used to search for nymphs in waterbodies.
- Other survey methods can be used if the contractor feels this is appropriate. Please advise of these in your tender.
- Each visit should be completed in the daytime.
- Photographs must be taken of each sampling point.
- All sampling points must be clearly mapped.
- All sampling points must have a brief written description of them to describe how the sampling point relates to the habitat requirement of the assemblage being assessed.
- Notes on 'Proof of Breeding' should be recorded, included confirmed breeding, probable breeding and possible breeding (please see Annex 2 for further details).
- Record the date, start and finish times, observer name and weather conditions for each survey visit.
- Record as much information as possible including the location of important or rare species and the locations of all sampling points.
- Map the approximate locations, with estimated size, of all areas of the SSSI that contain suitable habitat for each of the surveyed assemblages. Please also comment on the habitat quality.
- 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. Visits are to be

ideally taken on warm, sunny days to increase the chance of invertebrate activity.

- Notes on core Odonata habitat should be made, including larval habitats (e.g belts of emergent, floating and submerged vegetation at the fringes of water bodies), areas of open water (both standing and running) and foraging habitat.
- Please ensure the site unit is noted when commenting on management/making recommendations. Whilst Natural England are following the method of Whole Feature Assessment, unit-based feedback enables us to provide detailed feedback to landowners.

### **3.2. Proxy assemblage monitoring assessment**

For each of the invertebrate assemblages we intend to create proxy assessments of the specific habitat attributes that the assemblage requires. These will be used to assess the condition of the habitat in addition to the surveys for the species. Contractors are required to complete the proxy assessment form that will be provided and are asked to make comments as to its suitability and effectiveness to assess the specific habitats of the relevant assemblage(s).

### **3.3. Indicative survey locations**

If the area is not well known to the contractor pre-survey reconnaissance of the indicative survey locations should be carried out to determine the general nature and extent of the habitats and to confirm suitable locations for survey sampling areas. It is estimated that a preliminary walk-over assessment of all the proposed survey locations would take a maximum of one full day. Following the initial reconnaissance Natural England would welcome any advice or recommendations regarding the locations to be surveyed. For instance, the contractor may wish to recommend a variation of survey location(s) based on their experience. This can be discussed at the inception meeting.

### **3.4. Access to land**

Natural England will initially obtain landowner/manager permission in advance of the surveys and provide approximate timings of site visits. Land manager contact details will be provided at the start of the 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.** Any refusals or other issues should be notified to the Natural England project officer within 3 working days.

## **4. Analysis and reporting**

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

## 4.1. Outputs

A written survey report (word and pdf) will include:

- Introduction, including summary of site details and a simple site map.
- Method(s) used
- Time spent and date
- Results:
  - Species listing (all species including those in the assemblages and others recorded) in an Excel spreadsheet, annotated with any relevant information e.g. conservation status, behaviours seen (e.g. in flight, ovipositing) and age (adult/nymph/etc)
  - Grid refs and maps for each sampling area.
  - Brief summary of species of conservation value, with a map of key areas;
  - Confirmation of how many species are believed to be breeding on site.
  - Habitat information, including size and quality, with clear and concise recommendations for management to benefit the assemblage.
  - Completed Proxy assemblage form with any comments
- The assessor's professional opinion of the site for the assemblages e.g. structure of the site, any negative indicators and a view on site condition.
- The assessor's professional opinion on any potential climate change impacts on the species/assemblage (see section 4.3)
- Digital photographs should be included, either embedded within the report or as an appendix (if many photos are used, leading to large file sizes, e.g., >20Mb, consider placing the photos in an appendix, as a separate file).
- References

## 4.2. GPS data formats

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

An Excel spreadsheet should be included showing the ten-figure x:y co-ordinates of the sample locations. This spreadsheet must only contain binomials in the main species column; if more detailed trinomial, sub-specific, or sensu lato, sensu strictu ascriptions are required then these should be in an "other name" column.

A template will be provided upon award of contract to input excel data. Please see an example in annex 3.

Once agreed with Natural England, a map showing the sampling areas should be provided as part of the contract outputs. Indicative mapped routes can be provided as part of the tender process, but it is at the discretion of the contractor.

## 4.3. Climate Change Impacts

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

#### 4.4. Maps

Provide maps showing the location of each target assemblages corresponding habitat.

Provide separate x:y grid references in an excel spreadsheet and provide locations in a GIS file compatible with ArcMap.

Provide maps showing the location of any survey areas in the report and in a GIS file compatible with ArcMap.

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.](#)

**If you are unable to provide GIS layers, please advise in your tender.**

#### 5. 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.

## **7.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**

- i. Prices must be submitted in £ sterling, inclusive of VAT. Please ensure a quotation is provided for all survey visits plus one contingency day.
- ii. Please price against the work described in this specification and annexes and complete the pricing template in Annex 4.
- iii. The tenderer should demonstrate how they will cover the survey area and how the visits will be organised in terms of personnel and timescales.
- iv. 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 8 months to end no later than 24/11/2023. 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.

## **Quotation Submission**

### **Your tender should include the following information**

- i. Pricing Template (Annex 4) - Please ensure a quotation is provided for all survey visits plus one contingency day.
- ii. Your proposal outlining how you will meet Natural England's Requirements.
- iii. 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.

iv. Insurance certificates.

v. Health and Safety Policy.

vi. Risk Assessment including that for Coronavirus.

vii. Acceptance of terms and conditions.

Please confirm in your tender that you are able to meet the required deadlines as outlined in this specification.

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

## 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
<p><b>Technical expertise and experience –</b> Please provide details of your experience in undertaking:</p> <ul style="list-style-type: none"><li>• Odonata surveys using the methods outlined in this specification.</li></ul> <p>Please provide details of your experience in:</p> <ul style="list-style-type: none"><li>• Odonata surveys generally.</li><li>• Analysis, presentation and reporting of data generated from surveys.</li></ul>	20	8	<p>Previous contracts for undertaking Odonata surveys for site evaluations and Site Condition Monitoring on SSSI sites.</p> <p>Qualifications, technical merit and experience of key staff engaged on the contract e.g. CVs, previous Odonata survey / contracts, technical qualifications.</p>

<b>Fit with Specification and methodology –</b>  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.
<b>Project and risk management, and resources allocated –</b> Please provide full details as requested under Tender Information	10	6	Details of organisational and project 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). Confirmation you are able to meet the required deadlines.
<b>Sustainability</b>	5	7	Company sustainability policy/procedures. Distance from the SSSIs, local suppliers will score more highly.
<b>Financial (value for money)</b>	50	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:

Beth Mather

Lead 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.

## References.

1. British Dragonfly Society. (N.D) **Dragonfly Survey Guidance** [Online]. Available from: < <https://british-dragonflies.org.uk/> > [Accessed: 16/04/2022]
2. JNCC (2008) **Common Standards Monitoring Guidance for Terrestrial and Freshwater Invertebrates**. [Online] Available from: <

[www.jncc.gov.uk/our-work/common-standards-monitoring](http://www.jncc.gov.uk/our-work/common-standards-monitoring)>  
04/04/2022}

{Accessed:

## **Annexes**

Annex 1: Site maps

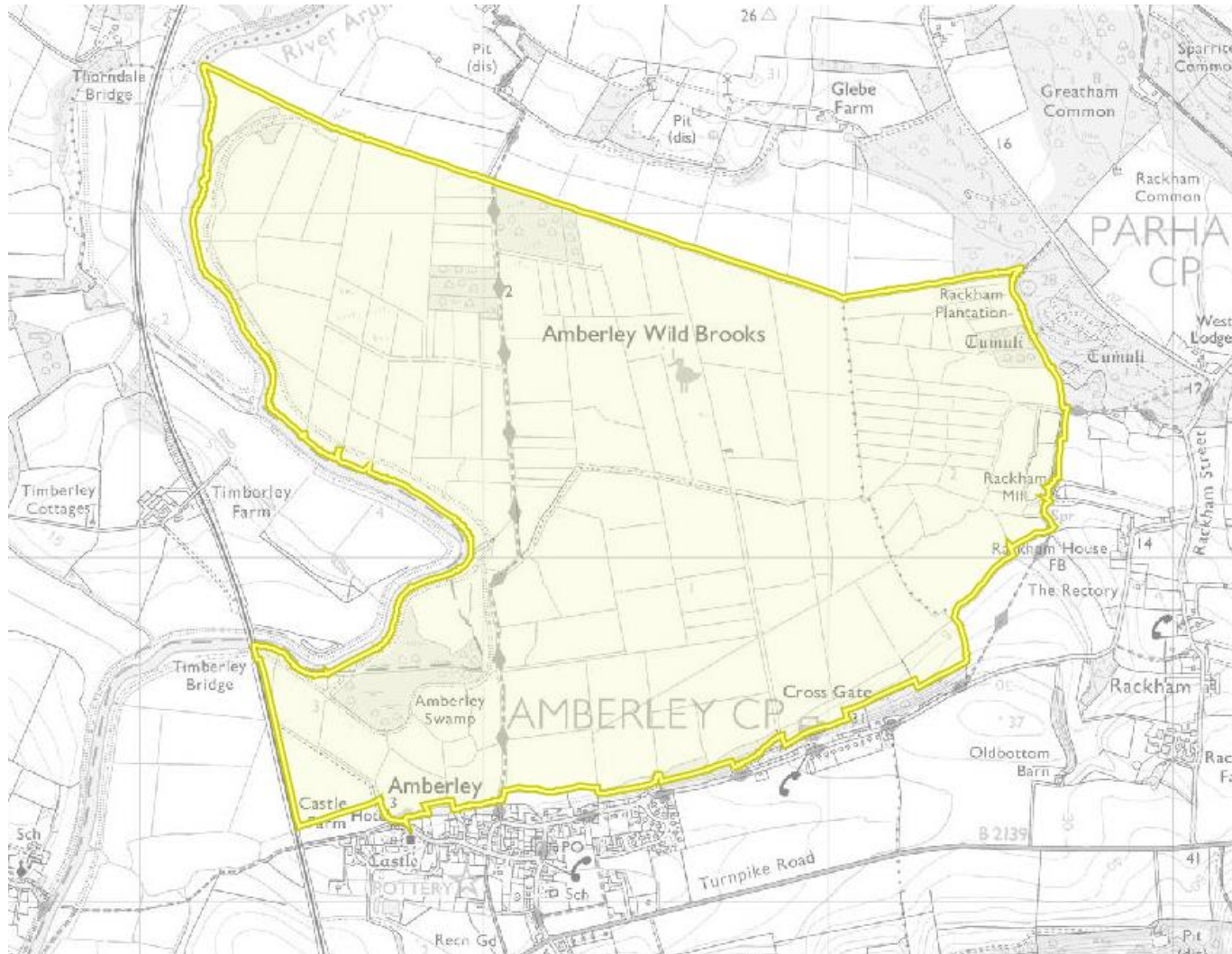
Annex 2: BDS breeding criteria

Annex 3: Example of data outputs

Annex 4: Pricing Template

Annex 5: Scoring Criteria

## Annex 1: Site maps.





## Annex 2: BDS breeding criteria

### BDS Proof of Breeding Criteria



#### Criteria for Proof of Breeding in dragonflies

##### ➤ Successful Breeding

**Confirmed** - exuvia present (presence of an exuvia constitutes absolute proof that at least one specimen has completed a cycle from egg to adult at the site).

**Probable** - larva present or female ovipositing or teneral (newly emerged adult) or regular presence of both sexes (normally annual presence in reasonable numbers or a repeated period consistent with the species' life-cycle length). All records to be at, or adjacent to, a suitable water body.

In the case of Willow Emerald Damselfly *Chalcolestes viridis*, oviposition scars may remain visible in the over-hanging branches of various tree species for some years. If found, these scars should be recorded in the Sc column of the dedicated dragonfly form in iRecord ([brc.ac.uk/irecord](http://brc.ac.uk/irecord)). This can be accessed directly through the Activities tab in iRecord, then searching for the 'British Dragonfly Society recording'. It can also be accessed via the BDS website (<https://british-dragonflies.org.uk/recording/submit-your-records/>).

##### ➤ Possible Breeding – pair copulating or female seen at a water body suitable for the species where at least one male has been observed to be engaged in some form of reproductive behaviour, such as territoriality or pursuing females.

##### ➤ Adult(s) Present, but none of the above breeding evidence or behaviour observed.

#### Notes:

Care should be taken with breeding records at water bodies less than 1 year old, especially those newly created with imported weed that might contain larvae.

For outside agencies seeking 'Proof of Breeding' everything in 'Successful Breeding' would be included.

In 'Probable Successful Breeding', the 'repeated period consistent with species' life-cycle length' will be different for different species. For example in bivoltine species there will be two 'repeats' per year, but for semivoltine species the repeated time span will be two years, and so forth for other species.

The Adult(s) Present category is included to tie in with the established recording scheme and to provide a place to put all those records that fail to meet the criteria for Breeding, but which may contribute to that evidence in the future.

It was noted that it is vital that the above criteria should not replace the recording of raw data and this must be stressed whenever the criteria are published. One of the main uses of these criteria is for dealing with outside bodies.



## Annex 3 – Example of data outputs

[illegible]

#### Annex 4: Pricing specification

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

#### Annex 5: Scoring Criteria

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