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**Request for Quotation**

**West Penwith Moors and Downs: Valley Fen Eco-hydrological Restoration Plans**

**5th October 2023**

**Request for Quotation**

**West Penwith Moors and Downs: Valley Fen Eco-hydrological Restoration Plans**

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:

Email:david.hazlehurst@naturalengland.org.uk

**By:**

Date: **23/10/2023**

Time: **12:00**

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**

Iain Diack Iain.Diack@naturalengland.org.uk and James WilkinsonJames.wilkinson@naturalengland.org.ukwill be your contacts for any technical questions linked to the content of the specification 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.

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| Action | Date |
| Date of issue of RFQ | **05-10-2023** at **11:00** |
| Deadline for clarifications questions | **20-10-2023** at **12:00** |
| Deadline for receipt of Quotation | **23-10-2023** at **12:00** |
| Intended date of Contract Award | **23-10-2023** |
| Intended Contract Start Date | **13-11-2023** |
| Intended Delivery Date / Contract Duration  | **20-11-2023** to **30-04-2023** |

**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):

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| “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 Condensed Terms and Conditions** provided as part of the RFQ will be included in 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, inclusive 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**

**Introduction**

West Penwith Moors and Downs Site of Special Scientific Interest (SSSI), in the far west of Cornwall, was notified in 2022 and covers an extent of some 3,044 ha. Within the SSSI are eleven valley fen features, soligenous / topogenous mires fed largely by groundwater from the shallow granite aquifer. Natural England is seeking an ecohydrological assessment and restoration plan for each of these eleven valley fen locations which identifies how natural or near-natural hydrology could be achieved.

**Background**

The site comprises a mixture of semi-natural habitats including heathland and valley fens (mires). The site boundary also includes parts of the hydrological catchments of the valley fens under agricultural land to allow for the protection of the water supplying the valley fen features.

The most extensive vegetation communities (National Vegetation Classification) within the valley fens at West Penwith Moors and Downs are M25 *Molinia caerulea – Potentilla erecta* mire and M23 *Juncus effusus/acutiflorus – Galium palustre* rush-pasture, though smaller extents of M6 *Carex echinata – Sphagnum recurvum/auriculatum* mire, M16 *Erica tetralix - Sphagnum compactum* wet heath, M21 *Narthecium ossifragum – Sphagnum papillosum* valley mire and M29 *Hypericum elodes – Potamogeton polygonifolius* soak-way communities are also present. In several of the valley fens there are also stands of W1 *Salix cinerea - Galium palustre* wet woodland which forms an integral element of the fen zonation. The extent of M25 and M23 communities within these valley fens is believed to be indicative of historic/present drainage and/or raised levels of nitrate and other nutrients in the groundwater feeding the fens.

The extent of open fen vegetation and associated wet woodland in these valley fens varies from around 1.5 to 25 ha, though areas of surrounding land are also integral to the functioning of these valley fens. Whilst the bedrock is granite the surface of the majority of these valley fens is peat, measured in one location at up to 1.9 m deep. Another fen location, Bussow Moor, is located over superficial alluvium. In a natural state the groundwater feeding these valley fens would be oligotrophic and acidic. Several of these valley fens have running surface streams either passing through them or along-side, some of which have evidence of having been deepened / canalised. The majority have been hydrologically modified by internal drainage, though much of this is historic, unmapped, and obscured by vegetation. At least two are known to be adjacent to deep artificial ditches or deepened watercourses whilst some local hydrology may also be modified by former mining infrastructure (adits and shafts). Traditionally, these fens would have been grazed by livestock at low stocking-density; some are still grazed today whereas others have been abandoned from grazing management for decades.

The majority of these valley fens have been assessed (applying JNCC’s Common Standards Monitoring methodology) as being in unfavourable condition, whereas those assessed as currently favourable are considered to be ‘at risk’ from catchment-derived eutrophication and/or drainage, either internally or on adjacent land. All eleven are considered to have potential for ecological enhancement through restoration of more natural hydrology and water quality.

**List of valley fens within West Penwith Moors and Downs SSSI**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Local name | Approx. O.S. grid. Ref. | Approx extent of valley fen vegetation (ha) | Current condition status | Year of last condition assessment |
| Bostraze / Cryor\* | SW 392 321 | 25.2 | Unfavourable | 2019 |
| Boswens  | SW 407 320 | 5.6 | Unfavourable | 2019 |
| Tregerest  | SW 412 320 | 1.66 | Unfavourable | 2019 |
| Boswarva  | SW 422 335 | 15.8 | Favourable | 2019 |
| Lanyon (Lanyon to Men-an-Tol)  | SW 427 345 | 10.7 | Unfavourable | 2013 |
| Bosiliack  | SW 433 336 | 5.74 | Unfavourable | 2013 |
| Bodrifty (Bodrifty to Bosporthennis)  | SW 441 360 | 10.37 | Unfavourable | 2019 |
| Tredinneck  | SW 447 347 | 1.56 | Unfavourable | 2019 |
| Gear (and Chykembro Commons)  | SW 447 366 | 8.6 | Favourable | 2019 |
| Embla (Embla North and South)\*  | SW 482 372SW 485 368 | 3.13 | Unfavourable | 2019 |
| Bussow Moor | SW 501 387 | 5.16 | Favourable | 2019 |

\* fen vegetation at Bostraze/Cryor and at Embla are comprised of two separate areas in each case but in close proximity so as to practically occupy combined/related catchments respectively. In the case of Bostraze and Cryor it is apparent from the surrounding topography that they would once have formed part of a larger, continuous valley fen complex within a single hydrological catchment.

Some of these valley fens are already subject to restoration projects overseen by the South West Peatland Partnership (SWPP) with funding from the Nature for Climate Peatland Grant Scheme (NCPGS) administered by Natural England.

**Location map of eleven valley fens within West Penwith Moors and Downs SSSI**



**Objectives**

The purpose of this project is to review the ecohydrological status of all eleven valley fens within West Penwith Moors and Downs SSSI to address restoration of natural / near-natural hydrology and other management recommendations.

At each of the eleven valley fen locations:

1. Building upon previous assessments, develop a conceptual understanding of the hydro-geological and ecohydrological development and functioning of the fens;

2. Identify current and historical modifications to hydrology within each valley fen location and within its hydrological catchment / surrounding landscape and describe likely impacts on ecohydrology and vegetation;

3. Identify current pressures on the site and its features;

5. Identify measures/actions required to restore a more natural hydrological regime on each valley fen location and within its hydrological catchment / surrounding landscape;

6. Provide an assessment of the likely impacts of these restorative measures on the site and surrounding land.

**Tasks and Outputs**

**1. Prepare an eco-hydrological characterisation of the area and related adjacent land following the Wetland Framework approach (Wheeler et al., 2009):**

A full analysis of existing information supplemented by data collected in the field should be presented in a report which includes the following sections:

* Site description (topographical context & wetland description)
* Hydro-ecology (geology, water sources, surface water, groundwater)
* Water Supply Mechanisms
* References
* Schematic hydrogeological model diagram
* Details should be provided on the direction and movement of water around and through each valley fen and its groundwater emergence zone

Existing eco-hydrological assessments need to be reviewed and drawn together along with furthermore detailed (finer-scale) information from site-based field surveys.

Prior to field survey the successful contractor should request and convene a meeting with South West Peatland Partnership (SWPP) to ascertain which valley fens are already subject to restoration plans, any which are anticipated to be so in the foreseeable future and to gain access to those restoration plans already formulated or in draft.

**Reference**:

Wheeler, B.D., Shaw, S., & Tanner, K (2009) *A wetland framework for impact assessment at statutory sites in England and Wales Integrated Catchment science programme Science report: SC030232*. Environment Agency. Available at: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/291628/scho0309bpoe-e-e.pdf>

**2. Field Survey (at each of the eleven valley fen locations within the SSSI):**

It is anticipated that field survey focuses primarily within the ‘groundwater emergence zones’ of the valley fens which includes the body of the fen vegetation *per se* as wider catchments have been the subject of previous assessments. Within the groundwater emergence zones modifications to hydrology are to be identified and mapped at a finer scale than previous assessments.

Measure and map peat depth and extent across each valley fen.

Survey and map the direction and movement of water around and through each valley fen and its groundwater emergence zone, including the identification of modifications to hydrology. Field work should be preceded by a review of available LIDAR data and a review of historic maps around each valley fen to help identify ditches and other drainage features not identified on current Ordnance Survey data.

Measure pH/electrical conductivity and estimated flow rate of all above ground inflows (streams, ditches, springs, seepages, etc) feeding each valley fen within the groundwater emergence zones .

Topographical survey: produce a topographic map within the groundwater emergence zone and any wider area necessary to assess and indicate localised flood risk to land from restoration of natural hydrology. Obtain available LIDAR data from EA Geomatics Group. If LIDAR data is not sufficient for purpose, conduct levels survey of sites. Previous assessments were limited to 5m resolution evaluation which is likely to be insufficient for detailed hydrological restoration plans.

Devise a series of eco-hydrological restoration proposals based on a naturalised state, so as to realise the site’s full wetland potential and show how this could be practically achieved. In the light of the various landownership/tenure complexities this could be provided in a phased series of solutions that could be taken forward independently or collectively over several years.

Restoration plans should consider actions/operations required to restore natural / near-natural hydrology both within each fen and within their wider catchments. This need only identify actions/operations within the designated SSSI boundary.

Describe the likely outcomes e.g. vegetation, natural hydrology restored in terms of nutrients, water supplies (and routes of water courses) and water resources, and steps in the process to such a recovery. In addition, it will be useful to consider partial restoration scenarios and likely outcomes where constraints identified during the project would make full restoration impracticable to achieve.

A map showing how the ‘ideal’ restoration should be produced for each valley fen (could be shown in a tier-based series of maps). This should show conditions in terms of likely vegetation and expected water levels.

Describe/evaluate the impacts, including those outside of the SSSI boundary, likely to result from re-naturalised/modified water levels. This should identify the extent of land so affected and consider impacts upon agricultural operations, access to land/property, services (electricity, telecom, etc) and any apparent public safety implications.

A map/plan showing practical changes required to achieve restoration e.g., channel re-naturalisation, drain blocking/infilling and location of further water control structures, changes in water level, sources of pollution, ‘designed wetland’ features to manage water levels / quality, etc.

The final plan should include a list of operations required to address the threats facing the wetlands and restore natural / near-natural hydrology. It should include details of where and how to block or in-fill drainage ditches and other modified water courses to rewet the valley fens and restore them to a more natural hydrological system. The plan should identify permissions from relevant statutory bodies that may be required to undertake the works.

A time-tabled schedule of works is not a requirement of this contract, nor are detailed specifications for the construction of structures, materials, etc. Whilst detailed costings are also not required, each plan should be accompanied by an estimated cost of delivery at 2023-24 prices.

**3. Review South West Peatland Partnership (SWPP) restoration projects**

As already mentioned, some of the valley fens at this SSSI are subject to restoration projects overseen by SWPP. It is possible that these projects do not take a holistic approach or are subject to constraints applied by the landowner or occupier. To inform restoration plans under this contract, the contractor must review SWPP’s restoration plans and identify any alternative and/or additional actions which might be required (if any) to restore natural / near-natural hydrology in each case.

**Timescales**

Tenders should be received by the date specified in the Invitation to Tender document so that the contract period for preparation of the restoration plans can commence as soon as possible thereafter. A project initiation meeting with Natural England staff (either in person or on-line) should be facilitated before proceeding with the project, within 3 weeks of the contract being awarded. A draft of the final report should be completed and submitted by mid-Feb 2024 and the final document submitted by 30 April 2024. Key progress and completion dates may be amended by mutual agreement between Natural England and the successful contractor. The successful contractor will be requested to submit at least one interim invoice during the lifetime of the contract (before end of March 2024) for work completed to that date to enable part payment within the financial year 2023-24.

**Plan format**

The Intellectual Property Rights resulting from the work shall belong to Natural England.

Maps, plans, illustrations, matrixes, and photographs must be full colour where the original

material is in colour or where colour is essential to preparation of new, illustrative material.

The cover of all reports or drawings will include a statement © Natural England and the date of creation.

Copies of each restoration plan (draft and final versions) must be provided in Microsoft Word format.

The final report must meet Government’s accessibility for publishing standards, see:

[Accessible documents policy - Natural England - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/natural-england/about/accessible-documents-policy). The Public Sector Bodies Accessibility Regulations mean that public bodies such as Natural England cannot publish content on GOV.UK that is not compliant with the accessibility policy.

The supplier must comply with [Natural England publishing standards for commissioned reports (NECR000)](http://nepubprod.appspot.com/publication/5790636781600768) and use the report template provided on the page, following the guidance within it. The supplier must not make any changes to the templates, including to heading styles and font sizes.

Each restoration plan to have a map/plan showing locations of structures and other management required to be accompanied by a GI shapefile compatible with ArcMAP software of such locations.

Spatial data must be in ESRI Shapefile or Geodatabase (v10.2.2 with a .lyr file) format and must have been through the [Esri Check Geometry](https://desktop.arcgis.com/en/arcmap/10.7/tools/data-management-toolbox/check-geometry.htm) tool.

Any data reproduced in all or in part, in the works the supplier submits, or used to derive the work must open access or be owned by or licensed to Natural England.

You can request to use data held by Natural England and complete some of our contractor licenses at <https://www.gov.uk/guidance/how-to-access-natural-englands-maps-and-data#request-data.>

The supplier must provide Natural England with details of any third-party data consulted or incorporated, and the processes used either within the report, or in the Lineage section of the metadata (see Outputs).

**Progress reporting**

There will be regular progress meetings between the contractor and Natural England during the contract period. The frequency and duration of these meetings will be agreed at the contract initiation meeting and may be altered as necessary as the contract progresses. As a guide you are advised to allow for weekly meeting for up to 60 mins per meeting. The final invoice should be itemised so as to reflect the actual number and duration of progress meetings which take place charged at your stated hourly rate for such meetings.

Natural England must be alerted in a timely manner should any unforeseen cost or delays be predicted.

**Tender documents**

It is strongly advised that this contract work requires a wide and proven knowledge and experience of hydrogeological and ecohydrological assessment, as well as a very good understanding of wetland development, ecology and management.

To enable a full appraisal of the tenders, the Evaluation Methodology provided at the end of this specification will be applied.

The tender must include a separate submission for each technical question required to address the following technical criteria:

1. Methodology / Implementation Plan
2. Relevant experience and key personnel
3. Technical skills/expertise
4. Management of sustainability and social value
5. Health & Safety

The tender must also include details of any sub-contractors to be used (if applicable). The Commercial Response table should be used to show a breakdown of your costs. Please note that all costs and expenses should be included in the total overall cost as there will be no allowance for adding in these costs later.

**Evaluation Methodology**

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

Technical – **60%**

Commercial – **40**%

Evaluation criteria

Evaluation weightings are **60**% technical and **40**% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| **Technical** | **60%** | **Proposal** | **Methodology** | **1 Question****Q1** Provide a methodology/implementation plan for delivering the requirements outlined in the specification **(15% of technical score available)** |
| **Relevant experience and key personnel** | **1 Question****Q2** Provide documentary evidence of, and references for, previous commissions and past performance in similar contracts in the last 5 years, including curriculum vitae of the personnel to be involved in the work, with details of their suitability and experience of similar relevant projects and commissions, including both technical and project management skills. **(30% of technical score available)** |
| **Technical skills/expertise** | **1 Question****Q3** Please demonstrate your knowledge and understanding of wetland eco-hydrology and familiarity with fen / mire habitats **(40% of technical score available)** |
| **Management of sustainability and social value** | **1 Question** **Q4** Please provide details of your policies/procedures with regard to biosecurity and delivery of this project. Describe your organisation’s approach to sustainability and how this will be managed and adopted throughout the project **(5% of technical score available)** |
|  |  |  | **Health and Safety** | **1 Question****Q5** Please identify and describe how you will manage any Health and Safety issues associated with this project **(10% of technical score available)** |
| **Commercial** | **40%** | **Whole life cost of the proposed Contract** | **Commercial Model** | **1 Question** **Q5** Provide details of all costs required to deliver the requirements of this project. **(40% of commercial score available)** |

**Technical (60%)**

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 Natural England’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 Natural England’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 a methodology/implementation plan for delivering the requirements outlined in the specification. | 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.Your response should include identification of risks to achieving the planned timetable and measures proposed to mitigate these risks, demonstrating organisational and management skills to deliver the requirement fully.Responses should not exceed four sides of A4, in 12pt Arial font. |

|  |  |
| --- | --- |
| **Relevant experience and key personnel** | Detailed Evaluation Criteria |
| **Q2** Provide documentary evidence of, and references for, previous commissions and past performance in similar contracts in the last 5 years, including curriculum vitae of the personnel to be involved in the work, with details of their suitability and experience of similar relevant projects and commissions, including both technical and project management skills | Your response should provide information about your key personnel who will be directly involved with this contract, their role and time allocation for the elements of the project and their expertise and experience, specifically:1. Field survey in relevant habitats, wetland habitat mapping and interpretation of wetland survey information.
2. Evidence of successful completion of similar projects undertaken in the last 5 years, demonstrating the qualities listed above.
3. Names and CV’s, of individuals who will be involved in the work and details of any sub-contractors to be used (if applicable).

Your response should also include a table outlining the time allocation for each individual for the different elements of the project. CVs should be 1 page of A4 in 12pt Arial Font, and detail how the experience of the named person is relevant to the tasks outlined in the specification, particularly in relation to both technical and project management skills.  |

|  |  |
| --- | --- |
| **Technical skills/expertise** | Detailed Evaluation Criteria |
| **Q3** Please demonstrate your knowledge and understanding of wetland eco-hydrology and familiarity with fen / mire habitats.  | We are looking for evidence of expertise and extensive experience of hydrological field survey, interpretation of previous eco-hydrological assessments and wetland restoration planning. Responses should not exceed four sides of A4, in 12pt Arial font. |

|  |  |
| --- | --- |
| **Management of sustainability and social value** | Detailed Evaluation Criteria |
| **Q4** Please provide details of your policies/procedures with regard to biosecurity and delivery of this project. Describe your organisation’s approach to sustainability and how this will be managed and adopted throughout the project | As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project. Contractors must take adequate biosecurity precautions to ensure that the risk of spreading disease, pests and INNS is minimised. Please provide details of your policies/procedures with regard to biosecurity and delivery of this project. Your response should provide a copy of your employer’s environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which they have been awarded or are working towards. |

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| **Health & Safety** | Detailed Evaluation Criteria |
| **Q5** Please identify and describe how you will manage any Health and Safety issues associated with this project. | Your response should provide a copy of your employer’s health and safety policy, professional indemnity insurance, public liability insurance and employer’s liability insurance. A draft/proposed Health and Safety Risk Assessment for the contract should also be provided with particular emphasis on field work. Information should also be provide on your companies lone working practices. |

**Commercial (40%)**

The Contract is to be awarded as a 'fixed price' which will be paid according to the completion of the deliverables 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 task required to deliver the outputs and the key personnel used in the delivery of those tasks.

Please complete Table 1, below, to show a breakdown of your cost per product or unit of time (i.e. ‘rates’) and the number of products or days / hours for each task, and total cost for each task required to deliver this requirement. You may insert additional task lines if required.

**Table 1: Commercial Response (to be completed by Supplier)**

| **Descriptions of Tasks**  | **Cost per task  / or Cost per Hour / Day (i.e. rate)** | **No of tasks / Hours / Days** | **Key delivery personnel for each task** | **Total Cost per task** |
| --- | --- | --- | --- | --- |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
|  |  |  |  | £ |
| **Total Costs**  | **£** |
| VAT | £ |
| Expenses or other costs (please detail type, e.g. travel, accommodation, subsistence, consumables, etc)  |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  |  |
| **Total Overall Price**  | **£** |

**Calculation Method**

The method for calculating the weighted scores is as follows:

**Commercial (as per Commercial Response table)**

Score = (Lowest Quotation Price / Supplier’s Quotation Price) x **[40%]** (Maximum available marks)

**Technical (as per Natural England’s assessment of supplier’s tender)**

Score = (Supplier’s Total Technical Score / Highest Technical Score) x **[60%]** (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC max 40) to the total weighted technical score (WT max 60): WC + WT = TWS. The contract will be offered to the tenderer/supplier scoring the highest TWS.

**Information from Natural England**

Before submitting a quotation/tender you are recommended to refer to the following assessments of the valley fens in West Penwith Moors and Downs SSSI which will provide a schematic hydrogeological model of the valley fens, identify their catchments, and give an indication as to the scope of the work required for this project:

* Low, R. 2018. Definition of the zone of hydrological influence relating to Bostraze Bog, West Penwith, Cornwall. Rigare Ltd. [NECR339](https://publications.naturalengland.org.uk/publication/6463423492915200)
* James, E. 2019. Ecohydrological Investigation and Characterisation of three proposed SSSI Units: Boswens North, West Penwith, Cornwall. Pendleton Hydro Ltd. [NECR349](https://publications.naturalengland.org.uk/publication/5300933719490560)
* Miles, E., Gasca, D., Hardisty, L & Todd, R. 2021. West Penwith Ecohydrological Investigation and Characterisation Phase 3 2020-21. A Report for Natural England. Atkins. [NECR399](https://publications.naturalengland.org.uk/publication/5988184344494080)
* Miles, E., & Gasca, D. 2021. West Penwith Ecohydrological Investigation and Characterisation Phase 3 2020-21 – Site Visit Report. A Report for Natural England. Atkins. [NECR402](https://publications.naturalengland.org.uk/publication/5956915640401920)

Natural England will supply the successful contractor with NVC maps of the area as a GI layer (shapefile) at or shortly after project initiation. This will identify the extent and locations of mapped fen vegetation and surrounding vegetation / land cover.

**Access permissions for fieldwork**

Natural England will be responsible for negotiating access permissions for the fieldwork. Where owners/occupiers are agreeable that Natural England provide the successful contractor with their contact details, the contractor will be responsible for confirming dates and times of fieldwork and any access arrangements directly with the owners/occupiers. Otherwise, Natural England will liaise between the contractor and owners/occupiers.

You are advised that if voluntary access to the valley fen locations is not forthcoming, Natural England may choose to use legal powers of entry to the land under which its contactors may also gain legal entry. Should these be needed, the successful contractor would be accompanied on site by at least one member of Natural England staff. The successful contractor would be expected to undertake fieldwork under these legal powers of entry should that prove necessary to meet the objectives of the project.

**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 via a Purchase Order.

**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 convictedIf 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_