



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

## Request for Quotation

**Development of a GIS spatial inventory of sand dune communities using the Sand Dune Vegetation Survey of England paper survey maps (Radley, 1994).**

## Request for Quotation

### Development of a GIS spatial inventory of sand dune communities using the Sand Dune Vegetation Survey of England paper survey maps (Radley, 1994).

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:** [louise.denning@naturalengland.org.uk](mailto:louise.denning@naturalengland.org.uk)

**Date:** 26<sup>th</sup> January 2026

**Time:** 10:00

Ensure you include the name of the quotation and 'Final Submission' in the subject field to make it clear that it is your response.

Action	Date
Date of issue of RFQ	13/01/2026
Deadline for receipt of Quotation	26/01/2026 at 10:00
Intended date of Contract Award	Week of 26/01/2026
Intended Contract Start Date	02/02/2026
Intended Delivery Date / Contract Duration	31/05/2026

## 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 to the 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**

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.

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

- Low Value Terms & Conditions for goods and services (under £10,000)
- Standard goods and services terms and conditions (£10,000 to £50,000)

Can be located on the Natural England Website

[Natural England terms and conditions for goods and services - GOV.UK](#)

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.

## **Budget (exclusive of VAT)**

£20,832.50 (exc. VAT)

## **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](#)

## **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 Find a Tender Service (FTS) 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 FTS, we are obliged to publish details of the awarded contract. 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.

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.

## **Information Security requirements**

The Government Security Classification Policy (GSCP) sets out the administrative system used by HM Government (HMG) to protect information and data assets appropriately against prevalent threats through the use of 'classification tiers'. HMG uses three

classification tiers; OFFICIAL, SECRET and TOP SECRET. Each tier provides a set of recommended baseline behaviours and a set of protective controls, which are proportionate to the threat profile for that tier AND the potential impact of a compromise, accidental loss or incorrect disclosure of information held within that tier.

Tenderers and suppliers must ensure that appropriate protective security controls are in place to comply with the GSCP and manage the information shared and received as part of this tender exercise.

A full suite of guidance documents is available on GOV.UK, with specific guidance for tenderers and suppliers set out in [Guidance 1.6 - Contractors and Contracting Authorities.docx](#)

## **Use of Artificial Intelligence**

The Authority expects suppliers to declare where they have used AI software in the creation of Tender responses or intend to use AI software in the performance of the contract. How any AI software was, or will be, used should be to be declared within the technical submission part of the tender. We may require you to answer specific question/s on this topic, particularly where the Authority expects that usage is highly likely or clearly relates to the contract requirements.

Suppliers must follow any guidelines or regulations related to AI use and declarations as indicated in the [PPN 02/24 Improving Transparency of AI use in Procurement \(HTML\) - GOV.UK](#).

Any information, instructions, or data provided by the Authority to suppliers as part of this tender, the requirements, or contract should not be directly inserted into Generative AI software (such as Gemini, ChatGPT, or CoPilot) without prior permission, unless this information is clearly published in the public domain.

Use of any Authority confidential tender information for training AI software is prohibited. It is advised that Defra's data or instructions, or anything marked as confidential should not be directly inserted into AIs. For example, putting Authority's instruction email into Gemini, ChatGPT, or CoPilot is not recommended.

If you intend to use AI to provide goods or services to the Authority, then you are required to complete a declaration which is simply answering the question stated within the 'Information to be returned'. The answer to this question will not be used in scoring your quote.

## **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.

### **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 equality, diversity and inclusion strategy 2020 to 2024 - GOV.UK](#).
- meet the standards set out in the [Codes of conduct for suppliers and grant recipients - GOV.UK](#)
- 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.

## **Sustainability**

Natural England 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.

## **Section 2: The Invitation Specification of Requirements**

### **Development of a GIS spatial inventory of sand dune communities using the Sand Dune Vegetation Survey of England paper survey maps (Radley, 1994).**

#### **Statement of Requirements**

To digitise (geo-reference) the Sand Dune Vegetation Survey of England survey maps (Radley, 1994). These are currently only available as paper maps which have been scanned by Natural England staff but need to be digitised to make them more widely available and to provide long-term security of this important dataset. The aim of the project is to create a GIS spatial inventory of sand dune communities using the 1980-1990 survey data capturing the appropriate attributes to enable future interrogation.

#### **Context**

To help inform future management of sand dune habitats in England we need to digitally capture the original 1980-1990s hand-drawn National Vegetation Classification (NVC) baseline surveys including quadrat and target note locations.

The national sand dune survey was commissioned by Natural England's predecessor – English Nature, as part of a larger piece of work envisaged by the Nature Conservancy Council's coastal ecology research programme looking at coastal habitats across the UK - Radley, G.P. (1994) Sand Dune Vegetation Survey of Great Britain Part 1 England A National Inventory Joint Nature Conservation Committee. Surveys were undertaken between 1987 and 1990, with dune sites described and mapped using the then newly developed NVC (National Vegetation Classification). Information on the structure, land use and management was also collected. All sites were included across England that complied with the definition: "areas of semi-natural vegetation on blown sand of geologically recent marine origin".

The survey covers 121 sand dune sites across England. The dataset often formed the baseline data used to underpin SSSI designation and condition assessments. The England summary report is available online through the JNCC, but the individual site reports with associated final hand-drawn NVC maps and quadrat data is not available online. We understand that there are 64 English site reports ranging in content from a few pages to five volumes (i.e. Sefton Coast). The paper maps are held in Natural England Area Team offices – with most of the data held centrally in the Natural England Lincoln office. Natural England staff have scanned the maps and will provide pdf (and some TIFF) copies to the contractor (see Annex 3 of breakdown on number of maps). The paper map(s) in each site report come in a variety of shapes and sizes from A4 to A2 maps. Depending on the shape and size of the dune system mapped in each report, there will sometimes be a single map covering the entire site, but sometimes sites are captured across several maps for example the Sandwich Bay which extends across 6 sheets ([provided for reference]). And an example of a large complex site i.e. Ainsdale Sand Dunes, NNR is also included.

We know from the method set out in the England summary report (Radley, 1994) that the maps were typically drawn using vertical aerial photography or detailed contour maps. The report notes ... *"Most large dune systems were covered by vertical aerial photography and prints of these were taken into the field and vegetation boundaries drawn onto 'permatrace' overlays using the features and*

*changed in texture on the photographs as landmarks. Experience showed that satisfactory results could be obtained from colour or black and white prints at scales of between 1:10,000 and 1:5,000. An effort was made to obtain the most recent coverage that met these criteria. In no case was photography more than 15 years old used for mapping.” (Radley, 1994). It goes on to say that.... “for smaller dune sites no detailed topographic maps or aerial photographs were available. In these cases, enlarged copies of 1:10,000 or 1:10,560 Ordnance Survey maps were used as the base for mapping”.*

The method section of Radley (1994) also recognises issues around distortion of the image, and potential issues around accuracy in producing the final maps. It also notes that in producing the final maps (which will be used for the digitising exercise) that the vegetation boundaries and mapping was often simplified. All of these factors along with the quality of the hand drawn and hand attributed maps may influence the accuracy of the final product. In addition, we understand due to the mobile nature of sand dunes, the habitat polygons will not necessarily correspond to the current spatial extent of the habitat.

We also know that the surveyed site boundaries are often larger than those within the protected site dune system – and this data may more closely align with the Coastal Sand Dune Priority Habitat Inventory (PHI) layer which was also originally created subsequently using the national sand dune survey. If required, the latest version of the PHI is available for download here

<https://naturalengland-defra.opendata.arcgis.com/datasets/Defra::priority-habitats-inventory-england/about>.

It should also be noted that although a few sites have had one or more repeat NVC surveys since the late 1980s, there has been no full reassessment of the sand dune resource. As such, this survey remains the best information we have for a national overview. Key sites such as those designated as Special Areas of Conservation (SAC) have been subject in more recent years, to CASI/ Lidar surveys producing a CASI and LIDAR Habitat Map. This habitat map is derived from airborne data, specifically CASI (Compact Airborne Spectrographic Imager) and LIDAR (Light Detection and Ranging) data. The habitat map is a polygon shapefile showing site relevant habitat classes. This data is available [CASI and LIDAR Habitat Map - data.gov.uk](https://data.gov.uk/dataset/casi-and-lidar-habitat-map).

If the NVC baseline surveys can be digitised capturing vegetation communities as polygon data, along with point data for the quadrat and target note locations, it will enable direct comparison with contemporary survey data. For example, this will allow analysis of change in habitat extent and condition along with site geomorphology to be undertaken, and could help to inform casework, management and restoration interventions going forwards.

One further point to note, the England summary report notes that a computer database was developed at the time to hold the results of the survey along with the use of an early version of ArcInfo to digitise the vegetation boundaries. Unfortunately, neither of these outputs are available.

It is envisaged that once digitised the original reports and paper records will be transferred to a secure off-site archive and ideally made available through Defra library. The data itself (subject to licence agreements) be available via the Data.gov.uk [Find open data](https://data.gov.uk) website.

This current work is being funded through The Crown Estate's Nature Recovery element of their Value Creation Framework, which is a strategy that integrates environmental, social, and financial value into its decision-making, aiming to create a positive and lasting impact for the nation. Under this strategy three goals have been developed - Goal 1: Deliver increased biodiversity; Goal 2: Protect and restore freshwater, marine and coastal systems and Goal 3: Increase social and wellbeing benefits from nature. Further details are available [Stewarding the natural environment | The Crown Estate](#). As such any reports and data will be shared with The Crown Estate and the data will also be published on the Marine Data Exchange. In addition, The Crown Estate may request sight of the completed Service Order Form and supporting documents. They may also require sight of your insurance details.

## Method

1. Georeference the survey maps of England's sand dune communities into GIS.
2. Digitise the vegetation community polygons from each site map into a feature class.
3. Capture the location of quadrat and target notes as point data.
4. Capture the attributing data. Note it will be important to agree the attribute table structure with NE prior to populating it. For example, we require information on source of the data, date of survey, the vegetation classification used – often this will be based on the National Vegetation Classification (NVC) sand dune communities in Rodwell (2000), although as noted in footnote 2 some of the early surveys from 1987 pre-date the NVC the relevant correlation tables will need to be used.

## Required Outputs

A GIS spatial inventory feature class of sand dune communities from Radley (1994) surveys and attribute table showing the vegetation communities correspondence to NVC communities.

Accompanying the GI data, we require a short report summarising the data capture methods including any processing, details of all datasets used in the production of the final outputs, and information on any difficulties in data capture.

Maps should be georeferenced to Ordnance Survey National Grid. To request access to Natural England's data sets including use of Ordnance Survey Mapping please visit <https://www.gov.uk/guidance/how-to-access-natural-englands-maps-and-data> and [Natural England geographic work request and licence forms - GOV.UK](#). Contractors will need to complete the licence requests for the data required and return them to the NE project manager. The NE project manager will then complete the forms request (Data Supply to Contractors and Partners), and this will trigger the data provision process.

All created polygons should have the appropriate feature class attributed to them. If there are any difficulties in interpreting the hand-written feature classes a best interpretation of the class code should be provided and this uncertainty should be flagged in the attribute table. The created geospatial layer will need to meet NE's Data Governance Standard including provision of metadata that meets our standards (completing our Publishing Metadata Template – a copy of which will be provided). In addition, all geospatial datasets must be checked and validated using one of [Checking and repairing geometries \(ArcGIS Desktop\)](#) or [Checking and repairing geometries \(ArcGIS Pro\)](#). The final outputs (provided as a gdb database) will be released as an open dataset under Open Government Licence (OGL).

Natural England requires the opportunity to comment on draft Final Reports and the data. A draft report in MS Word will be expected at least 10 days before the deadline in order for comments to be made. Tenderers should be aware that Natural England and Defra will aim to publish reports. Reports must comply with Natural England's publication style guidance (this will be supplied in advance of the report).

### **Experience required**

Key staff to work on this contract must be detailed in the quotation with experience in the above clearly identified.

### **Project management and timescale**

Louise Denning will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email to [louise.denning@naturalengland.org.uk](mailto:louise.denning@naturalengland.org.uk)

Action	Date
Deadline for clarifications questions	22/01/2026
Deadline for receipt of Quotation	26/01/2026 at 10:00 noon
Intended date of Contract Award	Week of 26/01/2026
Intended Contract Start Date	02/02/2026
Intended Delivery Date / Contract Duration	31/05/2026

### **Payment**

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. Due to the short timeframe for this contract payment milestones are not appropriate.

The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order number.

Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.

It is anticipated that this contract will be awarded for a period of approximately 4.5 months to end no later than 31<sup>st</sup> May 2026. 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.

### **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)
- complete AI question [ "Do you use Artificial Intelligence (AI) or machine learning tools, including large language models within your quote submission or service delivery processes.?" ] response which will not be scored, is to be returned within technical response
- completed Mandatory Requirements (Annex 1)
- completed Acceptance of Terms and Conditions (Annex 2).

### Evaluation Methodology

We will award this contract in line with the most advantageous tender (MAT). See award criteria:

- Technical – 60%
- Commercial – 40%

Evaluation weightings are 60% technical and 40% commercial; the winning tenderer will be the highest scoring combined score. Key will be the ability to deliver the contract within the timescales set out described above with the project completion by the 31st of May 2026.

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Technical	60%	Proposal	Methodology	<p>Please provide details of the methodology required to deliver this project.</p> <p>Your response should:</p> <ol style="list-style-type: none"><li>1) Demonstrate a clear understanding of the nature of the requirements.</li><li>2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.</li><li>3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.</li></ol> <p>60% of technical score available</p>
			Key personnel	<p>Key personnel who will be directly involved in this contract and recent experience of carrying out similar projects.</p>

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
				30% of technical score available
			Quality Assurance measures	Please explain how you ensure projects are delivered on time and to the required standards. In addition, what contingency plans are in place to deal with unforeseen circumstances?  10% of technical score available
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	Ability to deliver within budget & contract period.  100% of commercial score available

## Evaluation criteria

### 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 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.

## 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 the deliverable.

## Calculation Method

The method for calculating the individual weighted scores is as follows:

- Commercial

Score = (Lowest Quotation Price / Supplier's Quotation Price) x 40% (Maximum available marks)

- Technical

Score = (Bidder'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) to the total weighted technical score (WT):  $WC + WT = TWS$ .

Once all evaluators have completed their individual evaluations and provided their final scores, an average score will be calculated which will be multiplied by the selected weighting to give a weighted score representing the views of all evaluators.

## Award

Once the evaluation of the Response(s) is complete 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](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	

Question no.	Question	Response
1.2(g)	Signature (electronic is acceptable)	
1.2(h)	Date	

## Part 2 Exclusion Grounds

### Part 2.1 Grounds for mandatory exclusion, including being on the Government Debarment List.

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)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	

Question no.	Question	Response
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 <a href="#">webpage</a> , 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)

Question no.	Question	Response
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 \_\_\_\_\_

**Annex 3: Sand dune vegetation survey of Great Britain (Radley, 1994)****List of sand dune sites surveyed in England**

County (at time of survey)	Site name on report	Site report no.	Publication series & no. <sup>2</sup>	Number of scanned maps
Northumberland	North Northumberland Coast	25	CS55	2 pdf maps + key
	Lindisfarne	20	CS46	1 TIFF map
	Ross Links	21	CS45	4 pdf maps + key
	Bamburgh to Sea Houses	22	CS51	2 pdf maps + key
	Seahouses to Beadnell Dunes	28	CS57	1 pdf map + key
	Beadnell to Newton Dunes	30	CS54	1 pdf map + key
	Embleton Bay	24	CS52	1 pdf map + key
	Alnmouth Dunes	29	CS56	2 pdf maps + key
	Alnmouth Town Dunes, Howdiemont & Sugar Sands	26	CS53	2 pdf maps
	Warkworth Dunes	33	CS65	1 pdf map + key
	Amble to Hauxley	34	CS63	1 pdf map + key
	Druridge Bay	32	CS58	4 pdf maps + key
	Lynemouth, North Seaton & Cambois Dunes	31	CS59	3 pdf maps + key (also a TIFF in DRIGG TIFF file)
	Newbiggin	35	CS62	1 pdf map + key (also a TIFF in DRIGG TIFF file)
Tyne & Wear	Blyth to Seaton Sluice	36	CS67	1 pdf map + key
Cleveland	Tees Bay Dunes	38	CS80	4 pdf maps
	Hart Warren & Crimdon Dene	37	CS66	1 pdf map
Humberside	North Humberside Dunes	39	CS81	5 pdf maps
Lincolnshire	North Lincolnshire Coast Dunes	40	CS68	5 TIFF maps
	Saltfleet Dunes	91	CR1135	1 pdf map
	Saltfleetby-Theddlethorpe Dunes	-	ES	7 pdf maps + key
	Skegness to Sutton-on-Sea	41	CS82	7 pdf maps
	Gibraltar Point	-	ES	7 pdf maps + key
Norfolk	Hunstanton and Holme Dunes	69	CS119	1 TIFF map
	Thornham, Titchwell & Brancaster	70	CR1108	3 pdf maps
	Scolt Head Island	71	CS121	2 pdf maps
	Holkham Dunes	72	CR1109	1 TIFF map
	Blakeney Point	73	CR1112	2 pdf maps
	Yarmouth North Denes	75	CR1091	2 pdf maps
	Winterton Dunes	74	CS124	2 TIFF maps
Kent	Sandwich Bay	76	CR1126	6 pdf maps
	Romney Warren	77	CR1117	1 pdf map
East Sussex	Camber Sands	78	CR1107	1 pdf map
West Sussex	Climping Beach	80	CR1118	1 pdf map
	Pagham Beach	79	CR1111	1 pdf map
	East Head	81	CR1122	1 pdf map
Hampshire	Hayling Island Dunes	82	CR1114	2 pdf map

Isle of White	St. Helen's Duver	83	CR1124	1 pdf map
Dorset	Studland	84	CR1131	1 pdf map
Devon (South)	Dawlish Warren	85	CR1120	1 pdf map
Devon (North)	Braunton Burrows	138	JN103	6 pdf maps
	Northam Burrows Instow Sands Croyde Bay Woolacombe Warren	139	JN104	4 pdf maps (1 sheet for each site)
	Whitesand Bay, Kennack Sands, Par Sands, Marazion Dunes, Church & Poldhu Coves	86	CR1129	5 pdf maps (1 sheet for each site)
	Constantine Bay	10	CS27	2 pdf maps + key
Cornwall	Isles of Scilly Dunes 23 survey areas in 3 documents <ul style="list-style-type: none"> <li>Isle of Scilly Main Sites</li> <li>Tresco</li> <li>St. Mary's</li> </ul>	-	CR1179	IoS Main – 15 Tresco – 3 pages St. Mary's - **
	Fistral & Crantock Dunes	6	CS28	2 pdf maps + key
	Lelant Dunes	12	CS31	1 pdf map
	Gwithian to Mexico Towans	8	CS25	2 pdf maps
	Godrevy Towans	11	CS29	1 pdf map
	Penhale Dunes	4	CS13	3 pdf maps
	Holywell Dunes	5	CS22	2 pdf maps + key
	Rock Dunes	18	CS50	1 pdf map + key
Somerset	Berrow Dunes	90	CS1133	1 TIFF map
Avon	Weston Dunes & Sand Bay	89	CR1130	2 pdf maps
Merseyside	Wirral Dunes	88	CR1140	2 pdf maps (East & West Wirral + Hoylake)
	Sefton Coast	-	CR917	7 files Ainsdale Hills Ainsdale Sand Dunes Altcar Firing Range Birkdale Hills LNR Cabin Hills LNR Formby GC to Woodvale Airfield NT Formby
Cumbria	South Walney	17	CS49	1 pdf map + key
	North Walney	7	CS24	1 TIFF map
	Sandscale Haws	2	CS11	3 pdf maps + key
	Haverigg Haws	1	CS10	1 pdf map + key
	Eskmeals Dunes	19	CS44	3 pdf maps + key
	Drigg Dunes	9	CS26	1 TIFF map (note file also contains

				other TIFFS including those on Sefton Coast & Newbiggin, North Seaton & Cambois Dunes in Northumberland)
	Silloth to Maryport	3	CS12	**
	Grune Point	87	CR1132	**

**Notes:**

<sup>1</sup> The site surveyed is often larger than the protected sites named (SSSI)

<sup>2</sup> The abbreviations are:

CS = Nature Conservancy Council Contract Survey series

CR = Nature Conservancy Council Chief Scientist Directorate Contract Report series (unpublished)

ES = Report to the National Rivers Authority by Ecosurveys Ltd.(unpublished)

JN = Joint Nature Conservation Committee Report series

\*\* - site maps still need to be scanned