

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

Request for Quotation

Aquatic plant surveys and assessment of ditches and drains at the Ouse Washes Protected Site, Cambridgeshire.

23 May 2025

Request for Quotation

Aquatic plant surveys and assessment of ditches and drains at the Ouse Washes Protected Site, Cambridgeshire.

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email: jaclyn.lake@naturalengland.org.uk

Date: 13/06/2025

Time: 17:00 GMT

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

Jaclyn Lake will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 23-May-25 at 12:00 GMT |
| Deadline for clarifications questions | 30-May-25 at 12:00 GMT |
| Deadline for receipt of Quotation | 13-June-25 at 17:00 GMT |
| Intended date of Contract Award | 18-June-25 at 17:00 GMT |
| Intended Contract Start Date | w/c 23 June 2025 |
| Intended Delivery Date | Surveys from July, August and if needed September 2025 |
| Intended date for submission of final report | No later than 27 February 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 and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

Conditions of Contract

The Authority’s Standard Good and Services Terms & Conditions can be located on the [Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

Prices

Prices must be submitted in £ sterling, exclusive of VAT.

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on 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.

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 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1166155/Guidance_1.6_-_Contractors_and_Contracting_Authorities.pdf).

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 2/24 Improving Transparency of AI use in Procurement](https://www.gov.uk/government/publications/ppn-0224-improving-transparency-of-ai-use-in-procurement/ppn-0224-improving-transparency-of-ai-use-in-procurement-html).

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 supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf

Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England is the government’s adviser for the natural environment in England. We help to protect and restore our natural world. Natural England monitors the condition of features of special interest on protected sites.

Project Title: Aquatic plant surveys and assessment of ditches and drains at the Ouse Washes Protected Site, Cambridgeshire.

Background to the specific work area relevant to this purchase

This survey is being sought by the West Anglia Area Team for monitoring of the aquatic plant component of the vascular plant assemblage (VPA) SSSI feature and the wetland plant assemblage Ramsar feature. The list of species covered by each feature is at Annex 3.

This will require Common Standards Monitoring surveys of the ditches across the washland and specific aquatic vascular plant species in the Counter and Delph drains in order to follow the SSSI Monitoring Specification for the Ouse Washes SSSI.

The surveys must be carried out over summer 2025 with the final report submitted at the end of February 2026.

Requirement

1. A Common Standards Monitoring compliant ditch survey across the Ouse Washes washland over July to September 2025. The ditch survey and assessment work required is a repetition of the 2011 survey and assessment work where ca 600 sampling points were done.

2. A Common Standards Monitoring compliant surveys of the named aquatic vascular plant species that are known to be present along the Delph and Counter Drain over July to September 2025.

3. Additional data collection as necessary in order to meet the monitoring requirements for each species as detailed in the Monitoring Specification for the Ouse Washes SSSI. Ramsar species are not covered in this but should be treated in the same way. The Monitoring Specification is available with this RFQ.

4. A key element of this work is to compare the findings of the 2025 monitoring with previous monitoring, and with an understanding of environmental pressures being exerted, to establish a condition trajectory for each named aquatic assemblage species and the condition of the VPA feature as a whole across the site.

5. A report of the findings of the survey to include the following:

i. Methodology used.

ii. Results of the surveys.

iii. Discussion of the survey results to include:

a. Analysis, interpretation and evaluation of the survey data including comparison to previous survey findings plus other environmental information in order to establish a condition trajectory for each feature, including recommendations for management to achieve favourable condition of the features.

b. Species accounts for all the SSSI VPA species and Ramsar species including a description of the condition trajectory for each named species and the aquatic plant component of the assemblage as a whole.

c. Notable species.

d. Historic species accounts (1978 – 2025).

e. Occurrence of quality indicator aquatic species in different survey sections.

f. Characteristics of sample points with quality indicator aquatic species and their distribution across the site.

iv. Maps to show the ditches surveyed, habitat quality status and location of the named VPA and Ramsar species.

v. Maps showing the location and extent of the survey samples and labelled target notes and pressure locations at a suitable scale to be proposed by the contractor.

The report will be presented as A4-size, formatted as double sided and all data made available as shapefiles and in excel format. The digital maps, data and report must be provided via secure file transfer.

Contractors are required to have expert botanical identification skills in order to accurately record species present plus expertise in analysing and interpreting data and environmental conditions and pressures on site.

The surveys must be carried out over summer 2025 in accordance with the JNCC Common Standard Monitoring Guidance for Ditches 2005: [Common Standards Monitoring Guidance for Ditches (jncc.gov.uk)](https://data.jncc.gov.uk/data/1b15dd18-48e3-4479-a168-79789216bc3d/CSM-Ditches-2005.pdf), the JNCC Common Standard Monitoring Guidance for Vascular Plants 2004: [Common Standards Monitoring Guidance for Vascular Plant Species](https://data.jncc.gov.uk/data/7c9d99fb-ad42-43ac-ba6d-18c2e3799e31/CSM-VascularPlants-2004.pdf) and the SSSI Monitoring Specification for the Ouse Washes SSSI.

**Constraints**

The Ouse Washes is designated for its internationally important wildlife therefore your tender must take this strongly into consideration as it is imperative that survey work is carried out in a way that minimises disturbance to SPA and Schedule 1 breeding birds, and the introduction and spread of invasive non-native species.

The successful contractor must plan the surveys with input from the RSPB and WWT site management staff, and get access permission to survey via the contacts below 2-3 days before each survey section is due to start. You must keep RSPB and WWT informed of your presence on site and where you will be surveying each day you are on site (or as agreed) in order to manage your presence on site in order to minimise disturbance to breeding birds.

If you are not familiar with the Ouse Washes SSSI we strongly advise that you arrange a visit to thoroughly inspect the size, layout and nature of the land to understand the requirements of this monitoring survey and the site-specific constraints. The open washland and Delph Drain lie in an active floodplain and if there are heavy rains in the catchment the site will flood, even in summer, so it is vital that you fully understand the constraints this site poses.

**Project Team**

Jaclyn Lake, West Anglia Area Team, Natural England

077899 44209

[jaclyn.lake@naturalengland.org.uk](mailto:jaclyn.lake@naturalengland.org.uk)

Royal Society for the Protection of Birds, Manea, March, Cambridgeshire, PE15 0NF

Wildfowl and Wetlands Trust, WWT Welney, Hundred Foot Bank, Littleport, Ely, Norfolk, CB6 1UG

**Supporting Documents attached**

Common Standards Monitoring Guidance for Ditches. 2005. JNCC: [Common Standards Monitoring Guidance for Ditches (jncc.gov.uk)](https://data.jncc.gov.uk/data/1b15dd18-48e3-4479-a168-79789216bc3d/CSM-Ditches-2005.pdf)

Common Standards Monitoring Guidance for Vascular Plant Species. 2004. JNCC: [Common Standards Monitoring Guidance for Vascular Plant Species (jncc.gov.uk)](https://data.jncc.gov.uk/data/7c9d99fb-ad42-43ac-ba6d-18c2e3799e31/CSM-VascularPlants-2004.pdf)

SSSI citations and information about the SSSI features can be found at [Site Search (naturalengland.org.uk)](https://designatedsites.naturalengland.org.uk/SiteSearch.aspx)

Information about Ramsar wetlands can be found online at [Natural England Access to Evidence](https://publications.naturalengland.org.uk/). There is no Supplementary Advice document and Site Improvement Plan yet for the Ramsar features but will follow the same outline as SACs designated for wetland plants.

SSSI Monitoring Specifications and latest condition assessment for each site feature can be obtained by emailing the relevant SSSI officers directly.

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 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

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

Outputs and Contract Management

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| Ouse Washes Ditch and VPA feature surveys 2025 | Date of issue of RFQ | Natural England | 23-May-25 at 12:00 GMT |
| Deadline for clarifications questions | Contractor | 30-May-25 at 12:00 GMT |
| Deadline for receipt of Quotation | Contractor | 13-June-25 at 17:00 GMT |
| Intended date of Contract Award | Natural England | 18-June-25 at 17:00 GMT |
| Start-up meeting with Project Team (on Microsoft Teams) | Contractor | w/c 23 June 2025 |
| Ditch and VPA feature surveys | Contractor | From July, August and if needed September 2025 |
| Host Microsoft Teams meeting to present findings of surveys | Contractor | tbc |
| Draft report in digital format via e-mail | Contractor | w/c 19 January 2026 |
| Submission of final report in digital format via e-mail | Contractor | No later than 27 February 2026 |

Jaclyn Lake will be your contact for any questions linked to the content of the request for quotation or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Payment

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Invoices may be submitted at up to 3 intervals: once the survey work is completed, the draft report is submitted and when the final report is submitted.

It is anticipated that this contract will be awarded for a period of 9 months to end no later than 27 February 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.

Evaluation Methodology

We will award this contract in line with the most advantageous tender (MAT). Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

Health & Safety (Pass/Fail)

Working in and near water is integral to this assessment. Please provide a clear and structured proposal to demonstrate your intended approach to health and safety and how you will ensure the requirements of legislation are met.

You should also ensure a risk assessment and appropriate mitigation is provided for the transfer of disease and non-native invasive species.

**Evaluation criteria**

| **Award Criteria** | **Weighting (%)** | **Evaluation Topic & Weighting** | **Sub-Criteria** | **Weighted Question** |
| --- | --- | --- | --- | --- |
| **Technical** | **60%** | **Service / Product Proposal** | **Methodology** | **1 Question**  **Q1 (30% of technical score available)** |
| **Key personnel** | **1 Question**  **Q2 (50% of technical score available)** |
| **Quality Assurance measures** | **1 Question**  **Q3 (10% of technical score available)** |
| **Proposed report outline** | **1 Question**  **Q4 (10% of technical score available)** |
| **Commercial** | **40%** | **Whole life cost of the proposed Contract** | **Commercial Model** | **100% of commercial score available** |

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| Methodology | Detailed Evaluation Criteria |
| Q1 Provide details of the methodology and approaches proposed to deliver the requirements of this project.  (30% of technical score available) | Your response must:   1. Demonstrate a clear understanding of the nature of the requirements, including the need to minimise disturbance to breeding SPA and Schedule 1 birds. 2. Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements. 3. Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| Key personnel | Detailed Evaluation Criteria |
| Q2 Provide CVs for the survey team (50% of technical specification) | CVs must demonstrate appropriate skills and capabilities conducting Common Standard Monitoring ditch surveys, with skills in identifying rare aquatic plants.  Please also provide examples of previous work you have done where you have provided advice and recommendations on the condition trajectory and conservation and enhancement of a SSSI feature(s). |

|  |  |
| --- | --- |
| Quality Assurance measures | Detailed Evaluation Criteria |
| Q3 Provide details of your Quality Assurance measures for this project.  (10% of technical score available) | Please detail how you propose to ensure that the data collected is of the highest standard as well as how you propose to maintain a high standard of data management and storage. |

| Proposed report outline | Detailed Evaluation Criteria |
| --- | --- |
| Q4 Provide an outline of how you propose to structure your final report, including how the data collected will be presented.  (10% of technical score available) |  |

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 deliverable used in the delivery of this requirement, showing who will be working on them and the number of days/hrs being applied.

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.

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)

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 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, 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) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 3**

The following species contribute to the SSSI vascular plant assemblage feature:

* Fringed Water-lily Nymphoides peltata (ns)
* Greater Dodder Cuscuta europaea (ns)
* Greater Water Parsnip Sium latifolium (ns)
* Marsh Sow-thistle Sonchus palustris (ns)
* Narrow-leaved Water-dropwort Oenanthe silaifolia (ns)
* Ribbon-leaved Water-plantain Alisma gramineum (Schedule 8)
* Tasteless Water-pepper Persicaria mitis (ns)

The following species contribute to the Ramsar wetland plant assemblage:

* Fringed Water-lily Nymphoides peltata (ns)
* Grass-wrack pondweed Potamogeton compressus
* Greater Water Parsnip Sium latifolium (ns)
* Hair-like pondweed Potamogeton trichoides
* Long-stalked pondweed Potamogeton praelongus
* Marsh dock Rumex palustris
* River waterdropwort Oenanthe fluviatilis
* Small water pepper Polygonum minus
* Tasteless Water-pepper Persicaria mitis (ns)
* Whorled water-milfoil Myriophyllum verticillatum