Add NE Logo

**Standard Contract for Goods and/or Services - Order Form**

|  |  |  |
| --- | --- | --- |
| 1. **Purchase Order Number** | [**Insert** Customer's purchase order number *to be confirmed* | |
| 1. **Customer** | Natural England, 4th Floor, Foss House, Kings Pool, 1-2 Peasholme Green, York YO1 7PX | |
| 1. **Contractor(s)** | [**Insert** *Contractor’s name, registered address (if registered), and registration number (if registered), to be confirmed* | |
| 1. **Defra Group Members** | The following Defra Group members will receive the benefit of the Deliverables:  Natural England | |
| 1. **The Agreement** | This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.  Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.  The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):   1. this Order; 2. the terms and conditions at Appendix 1; and 3. the remaining Appendices (if any) in equal order of precedence. | |
| 1. **Deliverables** | **Applicable Deliverables** | **Goods Only:**  **Services Only:**  **Good and Services:** |
| **Goods** | ***none*** |
| **Services** | Description: as in Appendix 2 – Specification  To be performed at Bewick and Beanley Moors SSSI  Date(s) of Delivery: *07/04/2025 - 2*3/03/2025 |
| 1. **Start Date** | *07/04/2025* | |
| 1. **Expiry Date** | *2*3/03/2025 | |
| 1. **Charges** | The Charges for the Goods and/or Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement. | |
| 1. **Payment** | Payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.  The Supplier shall submit at invoice upon satisfactory delivery completion of all the works. Invoices must quote a valid Purchase Order number and the project reference Bewick and Beanley Moors SSSI Amphibian Survey  Invoices to be sent electronically to the Authority at the following address:  [APinvoices-NEG-U@gov.sscl.com](mailto:APinvoices-NEG-U@gov.sscl.com)  Or by post to:  Shared Services Connected Ltd (SSCL)  Natural England  P O Box 783  Newport  Gwent  NP10 8FZ | |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)** | A sum equal to £5,000,000. | |
| 1. **Customer’s Authorised Representative(s)** | For general liaison your contact will continue to be  **Amelia Welch**  [Amelia.welch@naturalengland.org.uk](mailto:Amelia.welch@naturalengland.org.uk)  or, in their absence,  **Anna Docherty**  [**Anna.docherty@naturalengland.org.uk**](mailto:Anna.docherty@naturalengland.org.uk) | |
| 1. **Contractor’s Authorised Representative** | For general liaison your contact will continue to be  **Amelia Welch**  [Amelia.welch@naturalengland.org.uk](mailto:Amelia.welch@naturalengland.org.uk)  or, in their absence,  **Anna Docherty**  [**Anna.docherty@naturalengland.org.uk**](mailto:Anna.docherty@naturalengland.org.uk) | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | The Customer has chosen Option **B (Default Option)** in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. | |
| 1. **Progress Meetings and Progress Reports** | * The Contractor shall attend an inception meeting with the Customer before the start of works * The Contractor shall provide the Customer with progress reports every week | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Customer:** | **Contractor:** | | Natural England of,  4th Floor, Foss House,  Kings Pool,  1-2 Peasholme Green,  York  YO1 7PX  Attention: **Amelia Welch**  Email: [Amelia.welch@naturalengland.org.uk](mailto:Amelia.welch@naturalengland.org.uk) | [**insert *name and address of Contractor*]**  Attention: **[insert *title***]  Email: [**insert *email address***] | |  | | |
| 1. **Key Personnel of the Contractor** | |  |  |  | | --- | --- | --- | | **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** | | tbc |  |  | |  | | | |  |  |  | | |
| 1. **Procedures and Policies** | For the purposes of the Agreement:  The Customer’s sustainability and health and safety requirements are contained in the specification at Appendix 2. | |
| 1. **Special Terms** | N/A | |
| 1. **Additional Insurance** | N/A | |
| 1. **Further Data Protection Provisions** | The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:  **Yes:**  **No:** | |

|  |  |
| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor** |
| Name:  [**Insert** name]  [**Insert** job title] | Name:  [**Insert** name]  [**Insert** job title] |
| Date: | Date: |
| Signature: | Signature: |

**Appendix 1: Terms and Conditions**

The Customer’s Standard Good & Services Terms and Conditions which can be located on the [Natural England Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fnatural-england%2Fabout%2Fprocurement&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ymInFtzabvMF3T9or361i03D%2B4kyuzgt8T5CzJeS7Gc%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions’

**Appendix 2: Specification/Description**

Background to Natural England

The Authority is Natural England, the government’s adviser for the natural environment in England. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

As part of the governments [25 year environment plan](https://www.gov.uk/government/publications/25-year-environment-plan), and more recently the [environmental improvement plan](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1133077/environmental-improvement-plan-2023.pdf), all Sites of Special Scientific Interest (SSSI’s) must have an up to date condition assessment by 2028. These surveys are part of the project working towards achieving this goal.

Bewick and Beanley Moors SSSI is nationally important by reason of the extent, quality and diversity of its mosaic of upland habitats, including mires (including blanket bogs), heaths, fens, flushes and wet grassland. The site is also nationally important for its relict juniper Juniperus communis ssp. communis woodland and scrub, and an outstanding assemblage of amphibians.

Various water-bodies, both natural and man-made, are scattered across the site. Most prominent is Kimmer Lough, a kettle-lake with abundant beds of yellow water-lily Nuphar lutea and a fringing swamp of reed Phragmites communis, set alongside willow woodland with bog-myrtle. The pools at Quarryhouse Moor Ponds support an outstanding assemblage of five amphibian species, including great crested *Triturus cristatus*, palmate *T. helveticus* and smooth newts *T. vulgaris*, common frog *Rana temporaria* and common toad *Bufo bufo*.

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

Project Title: Bewick and Beanley Moors SSSI Amphibian Survey

Background to the specific work area relevant to this purchase

The aim of this contract is:

Undertake an amphibian survey to assess the current state of the amphibian assemblage using a combination of torch survey, netting, visual survey methods.

Determination of the area and quality of the core habitats.

Undertake proxy assemblage monitoring assessments of each sample point (please see section 3.4 for further information).

Provide a habitat description and its condition, suggesting where current management is working and where it is not, why might that be.

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

The surveys should be undertaken between March – June.

Requirement

Please provide a full method statement of how you plan to carry out the works, considering H&S, biosecurity and methodology as indicated below.

Health and Safety/ Known Hazards & Risks

Risks associated with field-based work need to be considered. The Health and Safety at Work Act 1974 is to be fully complied with at all times.

Please provide a clear and structured proposal to demonstrate your intended approach to health and safety on this project and how you ensure the requirements of legislation are met. You do not need to submit a site-specific risk assessment with your tender response, if successful you will be expected to do so before commencing any work.

If any incidents occur on site, these should be reported to the Project Officer within 3 working days.

Your quotation for the work should be accompanied by the following Health and Safety documentation required by Natural England:

* Risk assessment: this must take the hazards identified above into account including working around water/use of a boat.
* Valid certificates (if appropriate) to be made available on request:
* Employers Liability Compulsory Insurance
* Public Liability Insurance – provide description of level taken out.
* Professional Indemnity Insurance – provide description of level taken out.

Work shall not commence without Natural England being in possession of appropriate documentation and an agreed safe method of working.

**Biosecurity**

* Please follow biosecurity measures as noted in the following: [Microsoft Word - Advice note 4 - Amphibian Disease Precautions, A Guide for UK Fieldworkers](https://www.arguk.org/info-advice/advice-notes/324-advice-note-4-amphibian-disease-precautions-a-guide-for-uk-fieldworkers-pdf-2/file)
* Handle amphibians only when necessary.
* If handling amphibians, or if contact with pond water is necessary, wear powder-free disposable vinyl gloves which you rinse before contact with the amphibians. Use vinyl rather than latex or nitrile because the latter two may be harmful to amphibians.
* Use a fresh pair of gloves for each site1 visited. For higher risk activities, it may be appropriate to change gloves between handling individual amphibians, even within the same site (see below).
* Disinfect survey equipment or containers used to hold amphibians between each site1 visited (see disinfection procedures below).
* If entering the water, footwear should be washed and disinfected (see disinfection procedures below) immediately after the site visit. If you do not enter the water, there is no need to disinfect footwear unless visiting a high risk site (see guidance on specific activities below).
* Wash all clothing on a 40oC cycle with biological detergent, after exposure to amphibians or pond water. If visiting several sites bring a change of clothes. Use a lower temperature wash if care instructions indicate this may be harmful to your clothing, and take additional precautions such as washing twice or spraying with disinfectant before next use.
* Do not release amphibians anywhere except at the place of capture.
* If travelling by vehicle, park on hard standing (rather than vegetated areas) and walk to the pond.
* Treat dead or sick amphibians as a high infection risk and do not handle unless necessary.

Field Work and Detailed Methodology

Amphibian Assemblage (Common frog, Common toad, Smooth newt, Palmate newt, Great crested newt\*).

  \* *Although this site was notified for its assemblage of amphibians, it is considered one of the most important sites in Northumberland for the great crested newt, a UK BAP species. Therefore measures of condition for amphibian assemblages have been combined with those for great crested newts where not duplicated. (Source: Amphibian guidance 18/02/04).*

* Prior to sampling please ensure necessary licences are in place.
* Please see table 1 for methodology detail.
* All sampling points must be clearly mapped.
* All sampling points must have a brief written description of them to describe how the sampling point relates to the habitat requirement of the assemblage being assessed.
* Photographs must be taken of each sampling point.
* Record as much information as possible including the location of important or rare species and the locations of all sampling points.
* Map the approximate locations, with estimated size, of all areas of the SSSI that contain suitable habitat for each of the surveyed assemblages. Please also comment on the habitat quality.
* Record the date, start and finish times, observer name and weather conditions for each survey visit.
* General notes on the site should also be made and photographs should be taken.
* Please ensure the site unit is noted when commenting on management/making recommendations. Whilst Natural England are following the method of Whole Feature Assessment, unit-based feedback enables us to provide detailed feedback to landowners.

**Table 1.**

|  |  |  |
| --- | --- | --- |
| **Variable** | **Measurement** | **Method** |
| Adults | Visual assessment | Assess by torch survey, netting, visual assessment as appropriate for species present in/around breeding ponds. Assess 3 years in every 6 years.  3-5 visits for each assessment year, depending on species. Survey dates depend on site location and species, likely to be mid-Feb - March for common frogs and common toads, March-April for newts, May-June for Pool frog and Natterjack toad. Day or night visits depending on species. See scoring table at the bottom of this form. Qualifying score: 4+ species and minimum score of 10, or 5 if adjacent to existing SSSI. |
| Juveniles, tadpoles and spawn | Visual assessment | Species spawning time is same as row above  Visual or netting. February – September. 2-3 visits per year, depending on species present. Assess 3 years in every 6.  Present in all or sample breeding ponds at least once every 4 years. (i.e. acceptable for eggs to be absent from individual ponds 3 years out of 4; fail if any breeding pond lacks eggs for 4 years) |
| Presence of ponds (permanent and temporary) | Visual assessment | Record number of ponds present. Record once every 3 years. Any time of year.  No net loss of any of the eight ponds present at designation (Annex 2.) |
| Pond persistence | Visual assessment | Record approximate depth of water in identified breeding ponds between mid-May and mid-June for sites supporting frogs or toads) or mid-July to mid-August (for sites supporting newts).  All ponds should be permanent excluding  Record once every 3 years. |
| Pond shading by  scrub/trees | % cover | Extent and orientation of pond margin solidly shaded by scrub/trees directly overhanging or adjacent to margin (not floating or emergent macrophytes).  Assess April to June. Record once every 3 years.  Shade should only be counted if relatively solid (and therefore likely to cause lower light levels and lower water temperatures). Maximum shade <30-40% |
| Terrestrial habitat extent | Visual assessment | Determine area by walking site and comparing with map or aerial photo; most semi-natural habitats within 500m of breeding pond to be included. Assess presence of fragmentation. Any time of year. Record once every 3 years. Fragmentation refers to significant barriers to movement such as walls, buildings, and not, for instance, footpaths or tracks. |
| Terrestrial refuge habitat- structure and quality | Visual assessment | At any time of year. Record once every 3 years.  Ensure suitable for species i.e. mixed grassland/ scrub/ woodland mosaic suitable for most species. Most species will use rock/log/vegetation piles in which to hibernate/find refuge under. |
| Mandatory attribute applicable to sites with good or exceptional great crested newt populations: Fish and wildfowl | Visual assessment | March-September. Record once every 3 years. 1 visit per year required. Look for fish and stocked wildfowl, or evidence of their presence: characteristic disturbance at water surface  for fish, high turbidity, nests, droppings at pond margin, major loss of aquatic macrophytes, presence of algal blooms, heavily grazed grasses on bank. Numbers required to fail target:  • Fish: any number of individuals  (need only to determine  presence).  • Wildfowl: > 4 pairs/ha of open water. |
| Mandatory attribute applicable to sites with exceptional populations of one or more newt species: Aquatic macrophyte cover | Visual assessment | Visual assessment between May and mid-September. Record once every 3 years. 1 visit per year required. “Good” defined as:  • 25% - 100% of margin covered  by marginal and emergent  species, and  • 25% - 75% of pond bottom/  midwater/ surface covered by  submerged or floating species. |

Access to land

Natural England will initially obtain landowner/manager permission in advance of the surveys and provide approximate timings of site visits.  Land manager contact details will be provided at the start of the contract by Natural England. The contractor will then liaise directly with landowners and occupiers to arrange specific dates and times for access. Permissions must be obtained at least 48 hours prior to monitoring. Any refusals or other issues should be notified to the Natural England project officer within 3 working days.

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

Please provide details of your company’s sustainability policy/procedures. Companies who are located closer to the survey sites will score higher (see Evaluation Criteria below).

Outputs and Contract Management

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

* Introduction, including summary of site details and a simple site map.
* Amphibian species population (see methodology above) and assemblage score.
* Method(s) used
* Time spent and date
* Results:
  + Species listing (all species including those in the assemblage and others recorded) in an Excel spreadsheet, annotated with any relevant information included e.g. conservation status.
  + Grid refs and maps for each sampling area.
  + Brief summary of species of conservation value, with a map of key areas;
  + NVC type, if known to the contractor.
  + Habitat information, including size and quality, with clear and concise recommendations for management to benefit the assemblage/ species.
  + Completed Proxy assemblage form with any comments
* The assessor’s professional opinion of the site for the assemblages (both target and non-target ones), e.g. structure of the site, any negative indicators and a view on site condition.
* The assessor’s professional opinion on any potential climate change impacts on the species/assemblage (see climate change section below)
* A summary of the pressures found on the site (see pressures section below)
* The assessor’s review on the Monitoring Specification (this will be provided at the inception meeting)
* Completion of a feature form, this is a summary of the report and will be provided upon contract award.
* Digital photographs should be included, either embedded within the report or as an appendix (if many photos are used, leading to large file sizes, e.g., >20Mb, consider placing the photos in an appendix, as a separate file).
* References

GPS data formats

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

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

A template will be provided upon award of contract to input excel data. Please see an example in annex 2.

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

Climate change impacts

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

'Pressures' data collection

‘Pressures’ are observations of land management or other factors at a site that have the potential to impact on the condition of designated features. These are recorded as part of monitoring surveys and used to inform Natural England’s engagement with land managers. A list of potential pressures to be assessed will be supplied on contract award. Ideally, these should be recorded using ArcGIS Field Maps - Natural England can provide shapefiles for this purpose. Pressures recorded should be flagged and summarised in the final report according to the following template:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Broad Pressure | Detailed Pressure | Date Identified | Risk to Condition (H/M/L) | Pressure Status (Active/Potential) | Comments |
|  |  |  |  |  |  |

Further guidance will be provided upon contract award.

Monitoring Specification

The contractor should provide interpretation of the accuracy, appropriateness and quality of the information and targets as set out in the Monitoring Specification Documents. These comments should detail whether the current document provides sufficient information to accurately monitor the feature(s) which this contract covers. Where amendments or additions are required, these should be described in sufficient detail for staff to update the documents.

Maps

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

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

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

A copy of maps should be provided in jpg or pdf format and as GIS layers, in or compatible with ESRI ArcGIS format. Information and guidance on requesting baseline digital geographical data from Natural England can be found on our website at  [Geographical Information for contractors and partners.](http://www.naturalengland.org.uk/publications/data/giforcontractorspartners.aspx)

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

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
|  | Date of issue of RFQ | Natural England | XX |
|  | Deadline for receipt of Quotation | Contractor | 31/03/2025 |
|  | Intended date of Contract Award | Natural England | 04/04/2025 |
|  | Intended date of inception meeting | Natural England | 07/04/2025 |
|  | Intended Contract Start Date | Contractor | 07/04/2025 |
|  | Contract Duration | Contractor | 23/03/2026 |
|  | Draft report to be submitted to project officer | Contractor | 23/02/2026 |
|  | Draft report to be submitted to contractor with Natural England comments | Natural England | 09/03/2026 |
|  | Final report submission date | Contractor | 24/03/2026 |

Prices 

* Prices must be submitted in £ sterling, inclusive of VAT. Please ensure a quotation is provided for all survey visits plus one contingency day.
* Please price against the work described in this specification and annexes and complete the pricing template in Annex 3.
* The tenderer should demonstrate how they will cover the survey area and how the visits will be organised in terms of personnel and timescales.
* Day rates and numbers of days for key staff should be provided. Costs should be broken down to show the time allocated to each part of the project. Please itemise other costs including material / equipment costs. Please detail any assumptions made when pricing for any aspects of this tender.   
     
  It is anticipated that this contract will be awarded for a period of 7 months to end no later than 01/12/2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

Suppliers should email invoices to APinvoices-NEG-U@gov.sscl.com or post them to:

Shared Services Connected Limited   
Natural England   
PO Box 793   
Newport   
NP10 8FZ

Please ensure that the Purchase Order number is included on the invoice.

Quotation Submission

 Your tender should include the following information

i. Pricing Template (Annex 3) - Please ensure a quotation is provided for all survey visits plus one contingency day.  
ii. Your proposal outlining how you will meet Natural England’s Requirements.   
iii. Methodology including a proposed outline schedule or timetable of works, including a rationale for the estimate of the number of days required for field survey work, how you will cover the survey area, and how the visits will be organised in terms of personnel and timescales.   
iv. Insurance certificates.   
v. Health and Safety Policy.   
vi. Risk Assessment including that for Coronavirus.   
vii. Acceptance of terms and conditions.

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

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

Evaluation Criteria

The contract will be awarded to the tender which best fits the profile of requirements. This will be assessed by the Project Officer in consultation with relevant colleagues using the evaluation criteria detailed below.

As part of the evaluation process a quality threshold will be placed on each scoring criterion identified below. If your tender falls below the threshold then your bid will not be considered.

Your tender should include the following information and supporting evidence.

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation Criteria | Weighting  (%) | Threshold score out of 10 | Tender Information |
| Technical expertise and experience –  Please provide details of your experience in undertaking:  Amphibian surveys using the methods outlined in this specification.    Please provide details of your experience in:  Amphibian surveys generally.  Analysis, presentation and reporting of data generated from surveys. | 20 | 8 | Previous contracts for undertaking Amphibian surveys for site evaluations and Site Condition Monitoring on SSSI sites.    Qualifications, technical merit and experience of key staff engaged on the contract e.g. CVs, previous amphibian survey / contracts, technical qualifications.  Particular reference should be made to experience of amphibian surveying of the previously mentioned target habitat/assemblage. |
| Fit with Specification and methodology –    Availability:  Please provide full details as requested under Tender Information.    Capability for full delivery of expectation:  Please provide full details as requested under Tender Information. | 15 | 7 | Include details of availability given the timescales page 1/2 and a proposed outline schedule or timetable of works.    Include details of capability for field survey work with a clear rationale for the estimated number of days for field work. Please include details of how the survey area will be covered and how the visits will be organised in terms of personnel and timescales. |
| Project and risk management, and resources allocated –  Please provide full details as requested under Tender Information | 10 | 6 | Details of organisational and project management skills to deliver all aspects of the requirement in full, including GDPR. This must include an assessment of the risks to project delivery and mitigation (including contingency in the event of delays). Confirmation you are able to meet the required deadlines. |
| Sustainability | 5 | N/A | Company sustainability policy/procedures.  Distance from the SSSIs, local suppliers will score more highly. |
| Financial (value for money) | 50 | No threshold | Include all costs and VAT clearly itemised. |

The scoring quality criteria are listed in Annex 4

Contract Management

This contract shall be managed on behalf of the Authority by: Anna Docherty

Please send all correspondence to [anna.docherty@naturalengland.org.uk](mailto:anna.docherty@naturalengland.org.uk) and [amelia.welch@naturalengland.org.uk](mailto:amelia.welch@naturalengland.org.uk)

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

Suppliers will be required to invoice after each contract milestone. An invoice schedule will be agreed after the contract is awarded.

Fortnightly updates during the first month then monthly updates thereafter, an e-mail summary of work progress should be sent to the project officer monthly.

Disclosure

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

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

By submitting a quotation, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;

* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the contractor must agree to the following:

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

You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.

You must take reasonable steps to ensure the reliability of employees who have access to personal data.

Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.

Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.

You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.

On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

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

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

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

References.

JNCC (2004) Common Standards Monitoring Guidance Reptiles and Amphibians. [Online] Available from: [Common Standards Monitoring Guidance for Reptiles and Amphibians | JNCC Resource Hub](https://hub.jncc.gov.uk/assets/43e8e8ed-5f05-4613-a277-f116b34829f4). Accessed: 13/03/2025}

Coles, S & Kirkham, P 2006 Conservation Objectives for Quarryhouse Moor Ponds SSSI Unpublished natural England Document.

Coles, S & Wilson, P 2006 Conservation Objectives for Hannah’s Hill SSSI Unpublished natural England Document.

Hedley, 2009 NVC Survey of Bewick & Beanley Moors Unpublished report to Natural England. Includes MapInfo (GIS) files from which most area estimates taken .

Annexes

Annex 1 and 2: Site maps

Annex 2: Example of data collection form

Annex 3: Pricing Template    
Annex 4: Scoring Criteria

A map with red lines

AI-generated content may be incorrect.Annex 1: Bewick and Beanley Moors Site map.

A map with red lines

AI-generated content may be incorrect.

A map with red lines

AI-generated content may be incorrect.

**Annex 2. Location of Quarryhouse Ponds within Bewick and Beanley Moors SSSI:**

A map of a city

AI-generated content may be incorrect.

A map of a pond

AI-generated content may be incorrect.

**Annex 3: Example data collection form**

**SSSI Feature Assessment Form – Herpetofauna assessment form** **DRAFT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of SSSI | |  | | | |
| SSSI reportable feature being assessed | | **Amphibian assemblage** | | | |
| Date of assessment | |  | | | |
| Assessed by | |  | | | |
| **Brief description:** This form is to record variables that are required by Amphibians, in order to assess the suitability of the site for this assemblage of species. It is intended that this form is tailored to include all suitable habitats that occur on the SSSI. All variables are to be measured across the SSSI as a whole. Details on criteria for SSSI selection based on outstanding amphibian assemblage are in Section 5.1 (Bernhard *et al*.*,* 2022). | | | | | | |
| **Herpetofauna proxy assessment – Amphibian assemblage** | | | | | | |
| **Variable** | **Measurement** | | **Method (please add site specific text from FCT)** | **Summary** | **Pass/Fail** | |
| Adults | Visual assessment | | Assess by torch survey, netting, visual assessment as appropriate for species present in/around breeding ponds. Assess 3 years in every 6 years.  3-5 visits for each assessment year, depending on species. Survey dates depend on site location and species, likely to be mid-Feb - March for common frogs and common toads, March-April for newts, May-June for Pool frog and Natterjack toad. Day or night visits depending on species. See scoring table at the bottom of this form. Qualifying score: 4+ species and minimum score of 10, or 5 if adjacent to existing SSSI. |  |  | |
| Juveniles, tadpoles and spawn | Visual assessment | | 2-3 visits per year, depending on species present. Assess 3 years in every 6. Species spawning time is same as row above |  |  | |
| Presence of ponds (permanent and temporary) | Visual assessment | | Record number of ponds present. Record once every 3 years. Any time of year. |  |  | |
| Pond persistence | Visual assessment | | Record approximate depth of water in identified breeding ponds between May-August. All ponds should be permanent excluding Natterjack toad ponds which should be ephemeral, drying up by late August but not before July. Record once every 3 years. Natterjack pools should remain shallow throughout (<70cm depth) with shallow edges (<10cm) for tadpole basking |  |  | |
| Pond shading by  scrub/trees | % cover | | Extent and orientation of pond margin solidly shaded by scrub/trees directly overhanging or adjacent to margin (not floating or emergent macrophytes). Assess April to June. Record once every 3 years. Shade should only be counted if relatively solid (and therefore likely to cause lower light levels and lower water temperatures). Maximum shade <30-40% |  |  | |
| Terrestrial habitat extent | Visual assessment | | Determine area by walking site and comparing with map or aerial photo; most semi-natural habitats within 500m of breeding pond to be included. Assess  presence of fragmentation. Any time of year. Record once every 3 years. Fragmentation refers to significant barriers to movement such as walls, buildings, and not, for instance, footpaths or tracks. |  |  | |
| Terrestrial refuge habitat- structure and quality | Visual assessment | | At any time of year. Record once every 3 years.  Ensure suitable for species i.e. mixed grassland/ scrub/ woodland mosaic suitable for most species, and for natterjack toads; a mosaic of open/bare ground/low sward should be 70%+ of immediate terrestrial habitat surrounding ponds, and this should be connected to further extent of 50%+ open/bare ground/low sward in wider habitat mosaic. Most species will use rock/log/vegetation piles in which to hibernate/find refuge under. Natterjack toads, in addition, will often burrow underground in open sand banks. |  |  | |
| Mandatory attribute applicable to sites with good or exceptional great crested newt populations: Fish and wildfowl | Visual assessment | | March-September. Record once every 3 years. 1 visit per year required. Look for fish and stocked wildfowl, or evidence of their presence: characteristic disturbance at water surface  for fish, high turbidity, nests, droppings at pond margin, major loss of aquatic macrophytes, presence of algal blooms, heavily grazed grasses on bank. Numbers required to fail target:  • Fish: any number of individuals  (need only to determine  presence).  • Wildfowl: > 4 pairs/ha of open water. |  |  | |
| Mandatory attribute applicable to sites with exceptional populations of one or more newt species: Aquatic macrophyte cover | Visual assessment | | Visual assessment between May and mid-September. Record once every 3 years. 1 visit per year required. “Good” defined as:  • 25% - 100% of margin covered  by marginal and emergent  species, and  • 25% - 75% of pond bottom/  midwater/ surface covered by  submerged or floating species. |  |  | |

Guidance within: Bernhard, T., Driver, D., Dyer, S., Edgar, P., Ellis, M., Foster, J., Howe, E., McKinnell, J., and Raynor, R. (2022). Guidelines for the Selection of Biological SSSIs. Part 2: Detailed Guidelines for Habitats and Species Groups. Chapter 18. Reptiles and Amphibians. Joint Nature Conservation Committee, Peterborough. [Guidelines for the Selection of Biological SSSIs. Part 2: Detailed Guidelines for Habitats and Species Groups: Chapter 18 Reptiles and Amphibians (jncc.gov.uk)](https://data.jncc.gov.uk/data/765b2344-f86b-4500-8718-dc9ecf9375b6/sssi-guidelines-18-reptiles-amphibians-2022.pdf).

For any specific queries, please contact Tim Bernhard, Senior Amphibian and Reptile Specialist ([tim.bernhard@naturalengland.org](mailto:tim.bernhard@naturalengland.org)) or Tim Baker, Species Specialist ([tim.baker@naturalengland.org](mailto:tim.baker@naturalengland.org)).

Scoring table (Bernhard *et al*., 2022):

A white sheet with black text

AI-generated content may be incorrect.

Please provide site photographs as evidence for the decision for each variable

Provide detailed map of site, NVC map as well as satellite/OS

Notes

Annex 3: Pricing specification

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

Annex 4: Scoring Criteria

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

**Appendix 3: Charges**



www.gov.uk/naturalengland

**Commercial Response Form**

**Bewick and Beanley Moors SSSI Amphibian Survey**

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.

Please state the total overall cost for this requirement. Prices should exclude VAT.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Descriptions of Tasks and / or Products | Cost per product  / or Cost per Hour / Day (i.e. rate) | No of products / Hours / Days | Total Cost per Task |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Total Costs | | | £ |
| Expenses or other costs (please detail type, e.g. travel, consumables | | | £ |
| Discounts applied (please detail) | | | £ |
| Total Overall Cost | | | £ |