



Request for Quotation

NNR19/0352

Paston Great Barn NNR: South Range Roof Repairs

03-07-2025

Request for Quotation

NNR19/0352

Paston Great Barn NNR: South Range Roof Repairs

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:

Name: Steve Hall

Email: steve.hall@naturalengland.org.uk

Date: 01-08-2025

Time: 17:00 BST

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

Rosie Cummings will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email to rosie.cummings@naturalengland.org.uk and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Date of issue of RFQ	03-07-2025 at 12:00 BST
Deadline for clarifications questions	25-07-2025 at 17:00 BST
Deadline for receipt of Quotation	01-08-2025 at 17:00 BST
Intended date of Contract Award	15-08-2025
Intended Contract Start Date	15-09-2025 Indicative and TBC- Late summer start date dependent on dispersal of bat maternity colonies.
Intended Delivery Date / Contract Duration	31-11-2025 TBC

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 (used for purchases under £50k) can be located at [Procurement at Natural England - Natural England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/procurement-at-natural-england) 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 £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 \(publishing.service.gov.uk\)](#).

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](#).

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](#).
meet the standards set out in the [Government's 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

1) Background to Natural England

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](#).

2) Paston Great Barn National Nature Reserve (NNR)

Paston Great Barn is a 16th century thatched agricultural barn with associated outbuildings in north-east Norfolk, United Kingdom, located in the small hamlet of Paston. It is one of the best preserved thatched great barns left in England, and also supports the only known breeding colony of Barbastelle bats *Barbastella barbastellus* found in a building in the United Kingdom.

Location: Bacton Road, Paston, Norfolk, NR28 9TZ.

NGR: TG 32193 34544.

W3W: slanting.resolved.dorm.

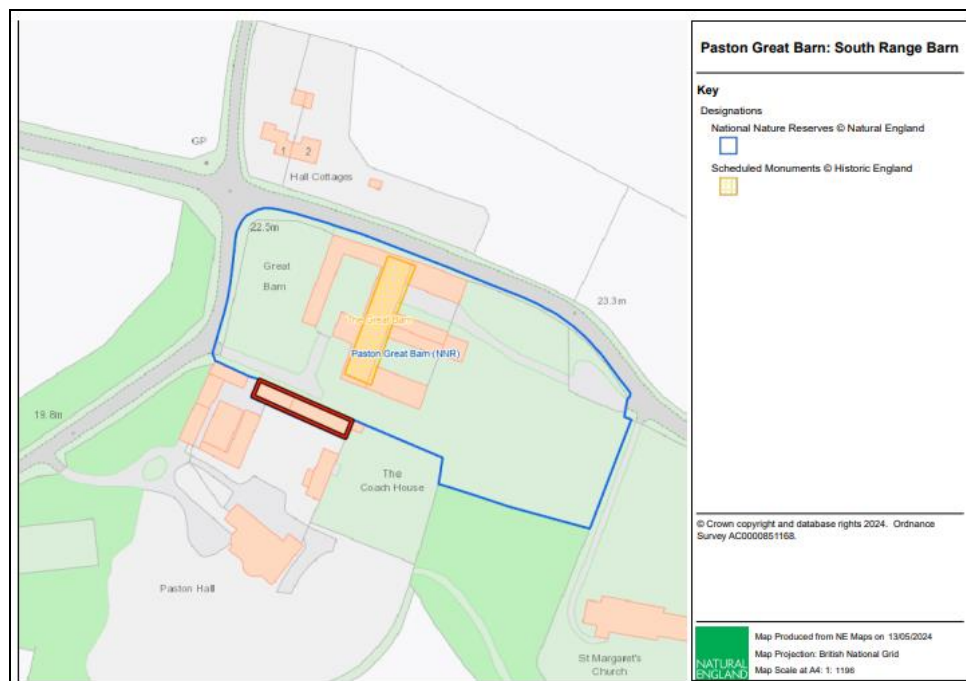


Figure 1: Paston Great Barn National Nature Reserve.

It is built from coursed Quaternary flint and chert pebbles and cobbles, with brick and Lincolnshire Limestone ashlar dressings to the corners, openings and buttresses. There are several brick and flint barns connected to the Great Barn which have either pan tiled or thatched roofs. The Great Barn itself is both a designated Scheduled Ancient Monument and a Grade II* listed building and the adjoining outbuildings form part of the curtilage of the Great Barn listed building.

Paston Great Barn supports an exceptional assemblage of bat species and represents one of the few known maternity roosts of Barbastelle bat *Barbastella barbastellus* in the UK (as well as the only confirmed barbastelle maternity roost in a building in the UK). In total, 7 species are known to have used the buildings: Barbastelle, Brown Long-eared, Common Pipistrelle, Soprano Pipistrelle, Nathusius' Pipistrelle and Natterer's. In addition, a further two species have been recorded from around the buildings: Noctule and Daubenton's. As a result, Paston Great Barn is designated as a Site of Special Scientific Interest (SSSI), National Nature Reserve (NNR) and a Special Area of Conservation (SAC). The barn itself is closed to the public to minimise disturbance to the bats, but other access is provided.

The year-round high sensitivity for bats makes managing the conservation of the building fabric very challenging, and although undertaking works in winter reduces the disturbance to bats it does not eliminate it, particularly as the bats are often located within the features requiring repair, such as the crevices within door lintels and headings. Additionally, the winter is not necessarily the best time to undertake some repairs, particularly those involving the use of lime mortar.

The South Range is an open fronted barn located separately from the Great Barn, and is a single-storey, detached structure to the southern boundary of the Paston Great Barn complex. It is a long, narrow range, which is largely open fronted on its northern side with walls of brick and flint to the remainder. To the western end, there is a loft with a timber floor (accessed via steps from the open fronted section) which is enclosed in solid walls. The roof is hip ended of shallow pitch, covered in clay pantiles.

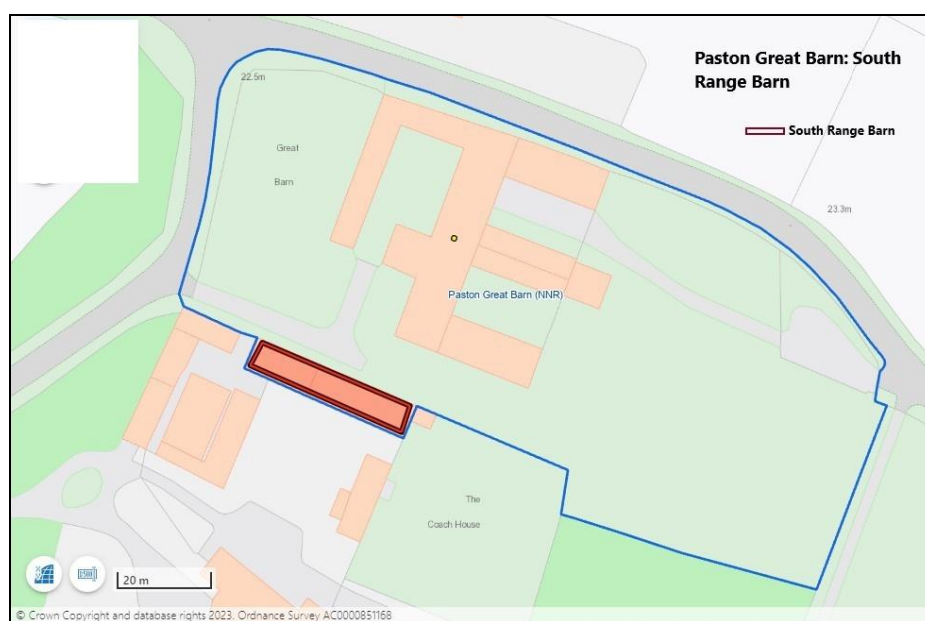


Figure 2: Location of South Range Barn at Paston Great Barn National Nature Reserve.

3) Scope

A condition survey of Paston Great Barn and outbuildings undertaken by *Nicholas Warns Architects* for Natural England has identified structural faults relating to the roof of this building. The roof of the South Range Barn has a depression about mid-length where the structure below has failed. The connection between the truss and wall plate has broken and the wall plate has spread outwards and the truss has fallen down. The roof is relying on the short connection joints of the wall plate to prevent further spreading and collapse. Internally, the truss has disconnected from the wall-plate and fallen down, the wall-plate has been pushed outwards by the falling roof slope and the support post has moved and twisted.



Figure 3: The South Range, looking West, showing subsidence to roof (Photo: ©Natural England/ Howard Jones).

The section of roof with the failed truss has been propped and stabilised to prevent further damage and the roof tiles have been removed from the two associated bays to reduce the roof loading and a temporary covering employed. Additionally, the public footpath adjacent to the South Range Barn has been temporarily rerouted.



Figure 4: Temporary stabilisation and roof covering, and exclusion of public footpath from the South Range (Photo: Natural England/ Howard Jones).

A structural assessment of the roof and associated timbers has been undertaken by *Conisbee Structural Engineers*, and Conisbee have identified and specified the necessary timber repairs to rectify the faults with the roof, including other trusses showing timber decay, reinforcing other truss ends and strengthening the bressummer beam connections.

4) Requirement.

The requirement is to undertake the required timber repairs to the roof structure of the South Range as in the Schedule of Works and Repair Specification Drawings, and to reinstate the existing set-aside roof covering.

The following documents are appended this RFQ:

- 1) South Range Structural Condition Report (*Conisbee*).
- 2) Repair Drawings and Specifications (Zip File- 7 no. drawings) (*Conisbee*).
- 3) Construction Hazard Assessment Structural Design (Designer Risk Assessment) (*Conisbee*).
- 4) Schedule of Works (*Conisbee/ Daniel Connal*).
- 5) Paston Great Barn NNR Site Risk Assessment.
- 6) Paston Great Barn NNR Hazard Map.

The required works are summarised in Table 1 for reference only, and costs and tendering should be based on the appended Schedule of Works and Repair Specification Drawings.

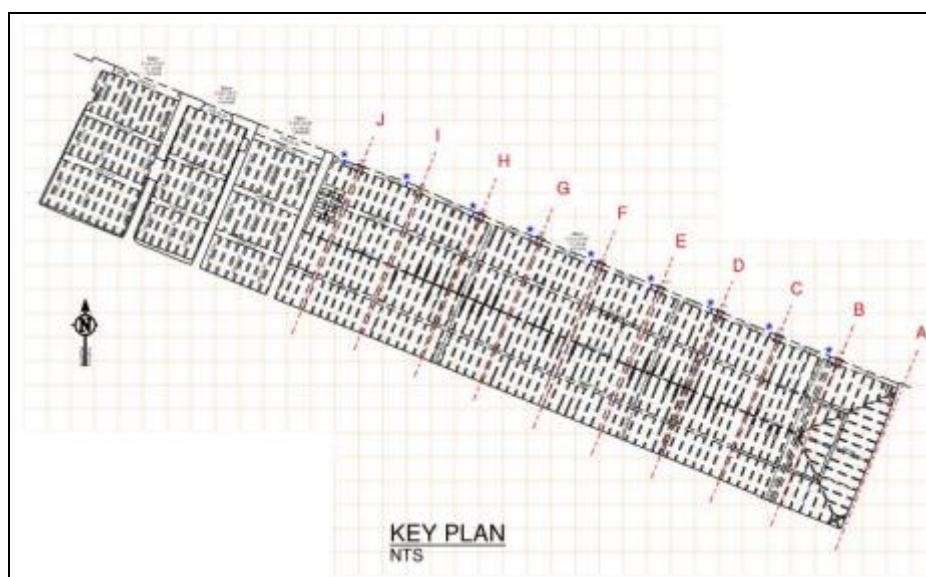


Figure 5: Plan of South Range roof showing roof truss locations and identification (© Conisbee/ Survey Solutions).

Table 1: Summary of Works. Refer to Schedule of Works and Repair Specification Drawings for full and complete details.	
Surveys / Investigations / General Works	
Further timber decay investigations (attendance of specialist carpenter with hand tools to identify extent/ further areas of timber decay) to determine the extent of repair/ section replacement to Truss I post base, Truss F and Truss J.	
Remove temporary roof sheeting / battens ready to receive new work.	
Remove previous timber repairs (incl. strapping and fixings) and make good following new repair works	

Remove any loose materials from work area and set aside.
Design, supply and install temporary works (incl. all propping, bracings, struts etc) and maintain for the duration of repair.
Timber Repairs
Truss I Repair
Truss I Post Base Repair
Truss F Lower Chord Repair
Truss J Southern Top Chord Repair
Northern End Truss Repairs (Trusses A, C- H, J)
Northern End Truss B Repair
Bressummer Beam Connection Repairs (9 no.)
Surveys / Investigations / General Works
Felt and battens to section of exposed roof structure; refix previously set-aside pantiles (new pantiles if required are to match existing)
Reinstate gutter to match existing

The Local Planning Authority is North Norfolk District Council, whose Conservation, Design & Landscape Team have confirmed that listed building consent will not be required in this instance, and these stabilisation works can proceed without further recourse to the Local Planning Authority.

A licenced bat worker will be appointed by Natural England who will undertake a watching brief of the repair works as and when appropriate. Any instructions given by the bat worker to the contractor must be followed. If the contractor or employees/ sub-contractors of the contractor encounter any bats whilst working the Broads NNRs Senior Reserves Manager should be immediately advised. The work must not proceed until further instruction is received.

5) Outputs

The contractor will be required to:

1. Secure and sign the area from pedestrians
2. Carry out any CDM requirements.
3. Carry out the described works.
4. A project report will be required detailing the works carried out with photographic evidence.

6) Materials, labour and equipment

All labour, materials, equipment, fuel and any other items necessary for the work to be provided/ arranged by the contractor, except for the existing set-aside roof tiles.

The Works include the design and construction of Temporary Works:

- The contractor is responsible for the design, supply and installation of temporary works (incl. all propping, bracings, struts etc) and to maintain for the duration of repair.
- The contractor is responsible for the provision of scaffolding as required through a suitable and appropriate sub- contractor.

The contractor is responsible for arranging further timber decay investigations (attendance of specialist carpenter with hand tools to identify extent/ further areas of timber decay) to determine the extent of repair/ section replacement to Truss I post base, Truss F and Truss J.

7) Health and Safety

All work is to be carried out with full regard to the safety of the workforce and any visitors to the work site. Contractors must ensure through a written Risk Assessment & Method Statement (RAMS) that all safety measures are taken to safeguard their employees and the general public in terms of equipment, clothing, PPE, site supervision and safe working practices. The RAMS must take into account individual work locations, the nature of the work, and individual site hazards. Full details of measures to remove or reduce hazards and risks posed by working at height should be included, including height above ground level, methods and equipment to be used, any PPE or fall restraint equipment to be used and expected duration of working at height.

The Contractor must ensure that there is first aid provision for their staff and will provide all appropriate first-aid equipment. The Contractor must ensure that suitable and appropriate lone working procedures are in place where applicable.

The risk assessment should be produced with reference to the following:

- 1) *Conisbee* Construction Hazard Assessment Structural Design (Designer Risk Assessment).
- 2) Paston Great Barn NNR Site Risk Assessment.
- 3) Paston Great Barn NNR Hazard Map.
- 4) The temporary repairs to the existing structures. The original specification for the temporary repairs is provided at Annex 3.

The RAMS must be completed and agreed with Natural England before work starts.

The Contractor will be responsible for immediately reporting any accidents/ and or near misses involving either their personnel or the public to the Natural England Senior Reserve Manager.

All construction contractors engaged by Natural England should hold either a valid Safety Schemes In Procurement (SSIP) certification in the correct trade and scope, or ISO 45001 (Occupational Health and Safety Management) accreditation through a UKAS accredited certification organisation. Any contractors who do not hold SSIP/ ISO 45001 accreditation should be able to demonstrate a H&S system to the equivalent of SSIP certification and must

complete a Natural England Contractor Competence Questionnaire. A copy of this is at Annex 4.

CDM Roles

Client: Natural England

Contractor/ Principal Contractor: The Contractor

Principal Designer: To be appointed by Natural England

If the works are likely to exceed 30 days the Project Officer must be informed so that HSE can be notified.

8) Environmental and Site Management

1. Access points and routes will be identified as part of the pre- construction information. This will include site entry points, and access routes to and between work sites. Vehicular access is limited to these routes; no vehicles, including ATV's, are to be taken beyond the defined routes.
2. All gates must be left closed and locked where required by Site Management staff.
3. Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.
4. Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
5. Report immediately any suspected Asbestos containing materials discovered during execution of the works. Do not disturb and agree methods for safe removal or encapsulation.
6. Prevent personal injury or death and damage to the Works or other property from fire. Smoking on-site: Not permitted.
7. Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
8. Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
9. Prevent the introduction or spread of species (e.g. plants or animals) that may adversely affect the site and/ or the Works economically, environmentally or ecologically.
10. Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
11. Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
12. Preserve and prevent damage to retained trees/ shrubs/ grass areas.
13. Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
14. All work must be carried out in a professional manner and the site left in a tidy condition. The Contractor shall make good any damage to roads, tracks, fences, gates, gateposts, bridges and culverts and all other property of Natural England, its licensees, and adjacent landowners as arising from execution of this work.
15. Prevent damage to existing work, structures or other property during the course of the work.
16. Prevent the trespass of workpeople and take precautions to prevent damage to adjoining property.
17. Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

9) Quotation Submission

Please provide:

A quote for the cost of undertaking all of the works described in the repair specifications and schedule of works, including all labour, equipment and materials that may be required.

The following must be completed:

- Technical Evaluation Responses: Technical Evaluation criteria
- Commercial Evaluation Response: Commercial Response template
- Completion of Annexes 1 and 2 of this RFQ Document

10) Supporting documentation

Supporting documentation identified below should also be included, where possible and applicable:

- Health and Safety Policy
- Public Liability Insurance
- Professional Indemnity Insurance
- Employers Liability Insurance
- Evidence of suitable SSIP/ ISO 45001 certification/ accreditation or a completed Natural England Contractor Competence Questionnaire.

11) Access

There is a small car park to the east of the Barn, at NGR: TG 32270 34520/ W3W: pads.earmarked.flaking. It is possible to view the South Range Barn from the adjacent public footpath, which although excluded from the immediate vicinity of the barn still allows viewing. There is limited parking adjacent to the South Range itself for works access only.

If access to the barn itself is required for tendering purposes this should be arranged with:

Howard Jones

Broads NNRs Senior Reserves Manager
Reserves Office
Woodbastwick
Norfolk
NR13 6HN

Phone: 07741 373851

12) Contract Management

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

Steve Hall

Higher Officer- Historic Environment, National Nature Reserves Operations
E-mail: steve.hall@naturalengland.org.uk

Contact for clarification questions during tender process:

Rosie Cummings

Senior Officer- Historic Environment, National Operations
E-mail: rosie.cummings@naturalengland.org.uk

Day to day supervision of the on-site works will be provided on behalf of the Authority by:

Howard Jones

Broads NNRs Senior Reserves Manager
Reserves Office
Woodbastwick
Norfolk
NR13 6HN
Mobile: 07741 373851
Email: howard.jones@naturalengland.org.uk

13) 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.

Timber

Timber must be specified, sourced and purchased from legal and sustainable sources, with an audit trail from forest to end use. Any timber used must meet FSC and/ or PEFC certification: Natural England requires all contractors either to be Chain of Custody (CoC) certified or to ensure that they have sourced any timber and wood derived products from a CoC certified supplier.

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. Invoice to be sent on completion of the works.

It is anticipated that this contract will be awarded for a period of 11 weeks to end no later than 31-11-2025. 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). See award criteria:

Technical – 60%

Commercial – 40%

Evaluation criteria

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

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Technical	60%	Service / Product Proposal	Competency	2 Questions Q1.1 (40% of technical score available) Q1.2 (40% of technical score available)
			Health and Safety	1 Question Q2 (20% of technical score available)
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	1 Question 100% of commercial score available

Technical (60%)

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

Description	Score	Definition
Very good	100	Addresses all 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

Description	Score	Definition
		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.

Competency	
Q1.1 Demonstrate an understanding of the requirement.	Demonstrate an understanding of the requirements of the brief and the repair specifications and provide details of the methodology and approaches proposed to deliver the requirements of this project.
Q1.2 Demonstrate that you have the skills, knowledge, and experience to undertake this contract.	<p>Please provide evidence of similar historic building work or projects that you have recently carried out successfully which demonstrate your suitability for this contract.</p> <p>Please provide evidence of any relevant qualifications and/ or historic building conservation accreditation or registration.</p> <p>Do not include links to websites/ pages as these cannot be considered.</p>

Health and Safety	
Q2 Provide evidence of organisational Health and Safety management and certification.	<p>Provide evidence of suitable certification/ accreditation and/ or organisation H&S policy. Provide copies of certificates. Either:</p> <p>1: Safety Schemes In Procurement</p>

Health and Safety	
	(SSIP) certification in the correct trade and scope. Or 2: ISO 45001 (Occupational Health and Safety Management) accreditation through a UKAS accredited certification organisation. Or 3: Any contractors who do not hold SSIP/ ISO 45001 accreditation should be able to demonstrate a H&S system to the equivalent of SSIP certification and must complete a Natural England Contractor Competence Questionnaire. A copy of this is at Annex 4.

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.

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 (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.

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, 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

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 If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
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	(Yes / No)

Question no.	Question	Response
	for exclusion? (i.e. Self-Cleaning)	
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 , 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	

Question no.	Question	Response
	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: Specification for Stabilisation Repairs of the South Range Building 2023

Paston Great Barn, Norfolk

- Repairs

Stabilisation repairs of the South Range Building at Paston Barn Site.



NICHOLAS WARNS ARCHITECTS

64 Bishopgate, Norwich NR1 4AA

01603 622056

www.nicholaswarns.com

1. Location

See site plan for location of the South Range. For initial visits use car park to the east. For the works, access will be available from Paston Road.

Note the site is overgrown. A public footpath passes beside the building, the path will be diverted away from the building, but will remain open during the works. Plan for safely managing this. No services are available on the site.

2. Preparation

English Nature will cut a diversion path through the undergrowth.

Move the existing Heras fencing and provide eight additional sections, with bases, to fence off the building as shown on the sketch plan.

Provide site WC and first aid facilities etc.

The building could collapse under the weight of the tiles. Make a full assessment of risk and plan the order of work and temporary works before work commences, for instance perhaps raking shores at 45° will be needed to brace the wall-plate to the ground either side of the broken truss.

3. Propping

Install three acrow props under the collapsed truss.

Secure the tops by screwing into the wood and set the feet on 1.8M x 300 x 150 timber spreaders.

Secure the leaning post to the broken truss with 2 x 25mm galvanised strapping taken 2M back along the truss with eight 100mm long coach screws along each side, in each strap.

Either side of the truss install a 300 x 150 post, fixed to the truss for stability and wedged with a spreader timber under the ridge and fixed in place under load with pair of folding wedges on

a spreader plate as used under the acrow props. Secure the wedges and top of the post with screws. Install two 12mm studs with penny washers through the supports and the truss beam.

4. Other Truss Repairs

Under the remaining six trusses install an acrow prop on a floor spreader and 1M long top spreader, under the straight, plated joints of each truss. Set these tight.

Annex 4: Contractor Competence Questionnaire

Contractor Competence Questionnaire

To be completed by the Contractor

1 General Information

Company / Partnership / Individual Name:		
Address:		
Telephone:		Email:
Website:		
Main Contact Name:	Telephone:	Email:
Directly Employed	Subcontractors / Agency Personnel	
Details of trade/professional organisations of which your company is accredited by or is a full member of (including membership numbers):		

2 Contract Information

Brief description of project:
Attach details of your experience in the field of work including previous similar projects

3 Health & Safety Management

Who in your organisation is ultimately responsible for health and safety?

Name:	Position:
Who is appointed to provide competent advice on health and safety matters?	
Name:	Contact details:
Position	Qualifications: (attach separate details if preferred)

4 Training

Please attach copies of relevant cards/ certificates for all employees and other personnel. Alternatively provide a copy of your company's training matrix showing all training qualifications held for all employees and other personnel and their expiry dates.	Attached ()
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5 Arrangements

Supply a copy of your organisation's health and safety policy statement and, if applicable, the index from your company's health and safety procedures manual	Attached ()
Supply a worked example of a method statement and associated risk assessment for work similar to which you would expect to undertake for us if selected	
Supply examples of specific risk assessments for work with hazardous substances and for manual handling tasks (if applicable)	
Attach details of your arrangements for health and safety inspections of site work	

6 Incidents

Answer YES or NO to ALL questions	
Have you / the business been involved in or had any reportable accidents in the last three years? (if YES – please provide details)	
Have you / the business ever been prosecuted or served a formal notice by the HSE? (if YES – please provide details)	
Attach details of your accident reporting and investigation procedure	Attached ()

7 Subcontractors

Does your organisation use sub-contractors for work on site?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", attach details of the work undertaken by sub-contractors, your arrangements for assessing the competence of sub-contractors used and for monitoring their ongoing health and safety performance

Can you confirm that you do not permit sub-contractors to appoint their own subcontractors?

Yes ☐ No ☐ N/A ☐

8 Trade References

Name:

Address:

Contract Name:

Telephone:

Email:

Details of recent works carried out:

Name:

Address:

Contract Name:

Telephone:

Email:

Details of recent works carried out:

9 Declaration

- To the best of my knowledge and understanding the information supplied by me on this form is both true and accurate.
- I fully understand my responsibilities and my legal duties regarding Health & Safety, and will endeavour to abide by all site rules as communicated to me at induction by the Natural England representative.
- Where I provide my own H&S Policy, Method Statements and Risk Assessments, they will be suitable, appropriate and applicable to the tasks undertaken.

Name:

Signed:

Job Title:

Date:

Telephone:

Email: