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Request for Quotation

Sussex Woods Protected Site Strategies Pilot

PSS.SW.C18.25 - Landscape Drone Survey

You are invited to submit a quotation for the requirement described in the specification, Section 2. Please confirm by email, receipt of these documents and whether you intend to submit a quote or not. Your response should be returned to the following email address by:

Email: **steve.walker@naturalengland.org.uk**

Date: **5th September 2025**

Time: **5pm**

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

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

Action	Date
Date of issue of RFQ	14-08-2025 at 17:00 GMT
Deadline for clarifications questions	25-08-2025 at [17:00 GMT
Deadline for receipt of Quotation	05-09-2025 at 17.00 hrs GMT
Intended date of Contract Award	12-09-2025
Intended Contract Start Date	19-09-2025
Intended Delivery Date / Contract Duration	19-09-2025 to 22-09-2026

Section 1: General Information

Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

“Authority”	means Natural England who is the Contracting Authority.
“Contract”	means the contract to be entered into by the Authority and the successful supplier.
“Response”	means the information submitted by a supplier in response to the RFQ.
“RFQ”	means this Request for Quotation and all related documents published by the Authority and made available to suppliers.

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 **Contractual terms and conditions** provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier. Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

Link to NE Standard terms and conditions: [Procurement at Natural England - Natural England - GOV.UK](#)

Prices

Prices must be submitted in £ sterling, **INCLUSIVE** of VAT

Disclosure

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

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be

required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government's transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

- Central Contracting Authority's: £12,000
- Sub Central Contracting Authority's and NHS Trusts: £30,000
- For the purpose of this RFQ the Authority is classified as a '**Central Contracting Authority**' with a publication threshold of '**£12,000**' inclusive of VAT.
- If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise ("SMEs") or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.
- By submitting a Response, you consent to these terms as part of the procurement.

Disclaimers

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

The Authority does not:

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

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

Protection of Personal Data

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

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

- You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
- You must take reasonable steps to ensure the reliability of employees who have access to personal data.

- Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
- Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
- You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
- On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.
- General Data Protection Regulations 2018
- For the purposes of the Regulations the Authority is the data processor.
- The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract's expiry.
- We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

- support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group's Equality & Diversity Strategy](#)
- 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. Specification of Requirements

Background to Natural England & Protected Site Strategies

Natural England is the government's advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England's natural wealth for the benefit of everyone. The Environment Act 2021 sets out the Government's aim to put nature on the road to recovery for future generations. It has given us some of the tools needed to deliver for our environment, from cleaning up the country's air, restoring natural habitats, increasing biodiversity, reducing waste, and making better use of our resources.

Protected Site Strategies will play an important part in this. These aim to bring together key stakeholders to address on and offsite pressures on protected sites (such as Sites of Special Scientific Interest) to help restore our most precious habitats, species and geodiversity.

Protected Site Strategies will support the delivery of other Environment Act policies, including Local Nature Recovery Strategies, along with the Nature Recovery Network. They will also provide opportunities for Green Finance and Biodiversity Net Gain. Local Nature Recovery Strategies will provide consistent spatial plans for nature across England which Protected Site Strategies can help realise with packages of measures designed to address challenges faced by particular protected sites.

Background to the Sussex Woods PSS pilot

The Sussex Woods PSS pilot was initiated to explore new and collaborative approaches to managing fallow deer at a landscape scale. Large deer populations are currently causing significant damage to woodlands, farmland and other wildlife habitats across Sussex due to over-browsing. The pilot seeks to reduce local Fallow deer numbers to a sustainable level to enable woodland recovery, whilst also benefitting the health of the herds, and reducing impacts on farming and forestry sectors to a tolerable level.

The aim of this contract is to undertake a landscape thermal drone survey of the deer population within the Sussex Woods pilot (SWP) project area. This area encompasses three adjoining Deer Management Areas (DMA) which together comprise approximately 334km² ha of woodland and farmland. The survey area is home to three deer species, fallow, roe and muntjac – but fallow are the most abundant species and are the main focus of the pilot.

The survey data is crucial to the ongoing monitoring of the pilot by providing accurate data on deer population trends across the project area. The data is also reviewed alongside deer cull data to inform a basic population model which will help to evaluate the success of the overall pilot strategies. Both the level of survey coverage, and the accuracy of survey data, are crucial to achieve these aims. Whilst some in / out migration of deer is expected, the pilot area has been specifically chosen to take advantage of relatively hard boundaries (A3/A27/Arun valley) to reduce these effects.

Please note this survey follows previous landscape drone surveys carried out in 2023-2024 and 2024-2025 seasons. The results of these surveys will be shared with the successful contractor.

Detailed Requirement

Survey Area – Refer to Annex 3 for plan showing overall pilot area and location of individual DMAs. The 3 DMAs total approx. 334km² (WDMA – 213km², CDMA – 98km², EDMA- 23km²). GIS Shapefiles for these boundaries will be provided on request.

Annex 4 shows the location of Sites of Special Scientific Interest (SSSI) within the pilot area.

The fallow deer are the main focus of this survey and are more visible during night-time when they are typically outside of woodland areas feeding on open farmland. Surveys are therefore expected to be 'nocturnal' to increase the accuracy of results and to replicate previous survey effort. If you propose an alternative strategy (i.e. day time surveys) please explain the rationale for doing so in your tender response.

Timing – Previous surveys (2024/2025) have been carried out during winter months. The contractor should aim to carry out all surveying during March 2026 to best replicate previous

survey effort. The contractor should aim to survey on consecutive nights where practically possible to reduce risk of deer movement. Surveying outside of March can be agreed with the pilot co-ordinator if the weather is restrictive. Please specify in your tender response how you aim to minimise risk of missing deer / double counting.

Coverage - Please note landowner coverage (i.e. engaged landowner / survey access) is very high within the pilot area thereby providing opportunities to cover almost the entirety of the survey area depending on choice of drone launch locations. Surveys should aim to achieve a minimum level of 90% coverage across each DMA to ensure data is as comprehensive as possible. Previous surveys have been able to exceed this threshold.

A clear methodology demonstrating how you intend to achieve this coverage over the survey area should be included within the tender – this should include adhering to CAA legal requirements around survey zones.

Contractors should be aware of and sensitive to PROW users (where accessing shared tracks such as South Downs Way) and to livestock present within survey area especially around sheep since many will be pregnant Ewes.

Access to land & landowner permissions

The survey area includes multiple private landholdings (100 +) ranging from large estates and farms to smaller residential properties. Most of these landowners are already familiar with the Sussex Woods project including previous drone surveys (Winter 2024/5). However, only some of these landholdings will be needed for drone survey access (i.e. launching) since many will be surveyable from adjacent land.

The contractor will advise Natural England on which landholdings they require access for the drone survey and NE will be responsible for obtaining landowner permission. NE will then provide the contractor with an excel (password protected) with individual landowner contact details (who have consented to being included in the survey) for them to contact directly. The contractor must adhere to the General Data Protection Regulations 2018 for handling of any personal data. (Refer to section on Protection of Personal Data)

It is the responsibility of the contractor to arrange and confirm any specific access arrangements for surveys (gate codes etc) and to carry out any pre-flight visits for risk assessments. The contractor will also need to contact each landowner prior to actual surveys to confirm date of survey to ensure these are anticipated, and warn any tenants / neighbours etc. The pilot co-ordinator will also send out an email at beginning of survey week to ensure landowners are as fore-warned as possible and to request that stalkers abstain from stalking during the survey period where possible.

The contractor must not access any ground without agreed landowner permission. Any refusals or other issues should be notified to the pilot co-ordinator since this may affect overall survey coverage.

Natural England will provide the successful contractor with the following information to enable them to carry out the surveys:

1. Landscape plan (pdf) of each Deer Management Area (West / Central / East DMA) identifying landowners / landholdings that have consented to being included within the survey.
2. Landscape plan (pdf) of each Deer Management Area (West / Central / East DMA) showing previous survey results and survey coverage.
3. Excel spreadsheet with consented landowner contact details.
4. ESRI shapefile for each Deer Management Area
5. ESRI shapefile identifying each landowner / farm (consented to be included with the survey). Please note NE can only provide name of landholding (as point data) - we cannot provide shapefiles of actual landholdings. NE can provide an anonymised ESRI shapefile showing Rural Land Registry (RLR) landholdings on request. Please note this is a restricted dataset and will require the contractor to sign a separate license agreement before receipt of data.

Expected Outputs

The contractor must carry out pre-survey reconnaissance of the pilot area to confirm suitable locations for drone launches / survey sampling areas. A plan showing the proposed survey areas / routes must be provided to Natural England for agreement prior to commencing surveys.

Surveys should record the following information:

- Overall population count for each DMA
- Sex ratio summary for each DMA (presented as % doe / buck)
- Individual deer records for all 3 deer species identified – fallow, roe and muntjac (where possible).
- Representative sample surveys (approx. 10% of surveyed pop) showing sex ratio of deer within each DMA.

Presentation of data:

1. Population counts should be provided for each DMA along with a deer density calculation (Deer / km²)
2. Data for individual deer records should be supplied as an ESRI Shapefile (as point data) identifying each deer record along with accompanying information on date, location, species and sex (where recorded).
3. ESRI Shapefile showing extent of survey coverage contractor has achieved (i.e. which ground the drone was able to survey and any areas that were excluded).

All data must be 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.

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

Contract Management

The project will be managed by the pilot co-ordinator with Microsoft Teams meetings to confirm key deliverables and dates as outlined below:

Reference	Deliverable	Responsible Party	Date of completion
W/C 29th September 2025	Start up meeting between Pilot co-ordinator and Supplier	Microsoft Teams meeting	NA
October - Feb 2025	Plan surveys – agree survey methodology, access & coverage.	Meetings as requested by supplier (can be on MS Teams or Site visit)	NA
March 2025	Carry out surveys	NA	End of March
05.04.25	Submit survey results for review	Microsoft Teams meeting	05.04.25
12.04.25	Final submission of survey data	Digital format (ESRI shapefiles) via email	12.04.25

All data must be compatible with ESRI ArcGIS format as outlined in 'Presentation of Data' section.

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. Suppliers can invoice after key milestones (for example after pre-site visits and survey preparation carried out) or after all the work has been completed.

It is anticipated that this contract will be awarded for a period of 12 months to end no later than 19th September 2025. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract up to an additional 12 months 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.

Health & Safety / Known Hazards

Risks associated with field-based work need to be considered especially since this work is likely to involve surveying during night hours. It is the contractor's responsibility to check all survey routes, access, landing/take off points, op height and flying hazards, no-fly areas prior to surveying.

Please note the Western DMA also includes part of the Goodwood Airport no fly zone – the contractor will need to apply to the Head of Aviation & GAC for permission to fly over this area following the drone flight approvals process on their website. Aerodrome operating hours, in winter months, tend to align with sunset, but occasionally aircraft operate outside of the published operating hours so some coordination will be required with Goodwood Air Traffic.

The contractor should also be aware that military helicopters regularly operate at night in the survey area.

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. The Health and Safety at Work Act 1974 is to be fully complied with at all times.

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

- Risk assessment: this must take any identified hazards into account.
- CAA-approved drone training certification (or similar)
- 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.

Drone Operator Requirements

- Contractors must have Legally and CAA compliant drone with thermal camera and sufficient optical and digital zoom capability.
- Operator Qualifications and licences – A2 CofC and GVC certification, commercial insurance, experience flying in all weather conditions and at night is essential.

- Drone operators must adhere to Civil aviation regulations notably the requirement for the drone to be flown within the Visual Line of Sight (VLOS).
- Airspace restrictions and hazards should be identified, and Air Traffic Control notified of intention to fly (if required).

Pricing

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 any other costs including material / equipment costs.

Please detail any assumptions made when pricing for any aspects of this tender.

Section 3: Evaluation Methodology

Tender evaluation

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

Technical – **60%**
Commercial – **40%**

Evaluation criteria

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

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Technical	60%	Service / Product Proposal	Methodology	2 Questions (50% of the technical score available) Q1.1 Experience of carrying out comparable drone surveys for deer (landscape scale & multiple landowners) as outlined in specification

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
				Q1.2 Examples of Analysis, presentation and reporting of data generated from surveys
			Key personnel	1 Question (10% of the technical score available) Q2 Qualifications, technical merit and experience of key staff engaged on the contract and any comparable projects, e.g. CVs and technical qualifications
			Quality Assurance measures	2 Questions (25% of the technical score available) Q3.1 Include details of how you will achieve sufficient coverage of the survey area Q3.2 Include details of how you will achieve sufficient accuracy of survey area (i.e. to reduce risk of missing deer / double counting)
			Health & Safety	1 Question (10% of the technical score available) Q4 Provide details of Risk Assessment, Method statement, details of insurances
			Management of sustainability and social value	1 Question (5% of technical score available) Q5 Provision of Sustainability statement
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	(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 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. Tenders that score 'Weak' on key criteria are likely to be excluded from consideration.

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

Methodology	Detailed Evaluation Criteria
Q1.1	Experience of carrying out <u>comparable drone surveys for deer (landscape scale & multiple landowners)</u> as outlined in specification

Methodology	Detailed Evaluation Criteria
Q1.2	Examples of Analysis, presentation and reporting of data generated from large scale surveys

Personnel	Detailed Evaluation Criteria
Q2.1	Qualifications, technical merit and experience of key staff engaged on the contract and any comparable projects, e.g. CVs and technical qualifications

Quality Assurance	Detailed Evaluation Criteria
Q3.1	Include details of how you will achieve sufficient coverage of the survey area
Q3.2	Include details of how you will achieve sufficient accuracy of survey area (i.e. to reduce risk of missing deer / double counting)

Health & Safety	Detailed Evaluation Criteria
Q4.1	Provide details of Risk Assessment, Method statement, details of insurances
Management of sustainability and social value	Detailed Evaluation Criteria
Q5.1	Provision of Sustainability statement

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 [Choose as appropriate 'each deliverable' / or 'objective/key personnel'] used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

- Commercial

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

- Technical

Score = (Bidder's Total Technical Score / Highest Technical Score) x [60%] (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

- completed Commercial Response template
- separate response submission for each technical question (in accordance with the response instructions) or refer to supporting documentation
- completed Mandatory Requirements (Annex 1)
- completed Acceptance of Terms and Conditions (Annex 2)
- Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.
- **'The successful supplier will be issued the contract, 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.

Annexes

Annex 1: completed Mandatory Requirements

Annex 2: completed Acceptance of Terms and Conditions

Annex 3: Plan showing Deer Management Areas within Sussex Woods Pilot

Annex 4: Plan showing Sites of Special Scientific Interest within Sussex Woods Pilot.

Annex 5: Acceptance of Terms and Conditions

Annex 1 Mandatory Requirements

Part 1.1 Potential Supplier Information:

Question no.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b)	Registered office address (if applicable)	
1.1(c)	Company registration number (if applicable)	
1.1(d)	Charity registration number (if applicable)	
1.1(e)	Head office DUNS number (if applicable)	
1.1(f)	Registered VAT number	
1.1(g)	Are you a Small, Medium or Micro Enterprise (SME)?	(Yes / No)

- Note: See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation

Question no.	Question	Response
1.2(a)	Contact name	
1.2(b)	Name of organisation	
1.2(c)	Role in organisation	
1.2(d)	Phone number	
1.2(e)	E-mail address	
1.2(f)	Postal address	
1.2(g)	Signature (electronic is acceptable)	
1.2(h)	Date	

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

Question no.	Question	Response
2.1(a)	Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.	
	Participation in a criminal organisation.	(Yes / No) If yes please provide details at 2.1 (b)
	Corruption.	((Yes / No) If yes please provide details at 2.1 (b)
	Fraud.	(Yes / No) If yes please provide details at 2.1 (b)
	Terrorist offences or offences linked to terrorist activities	(Yes / No) If yes please provide details at 2.1 (b)

Question no.	Question	Response
	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 for exclusion? (i.e. Self-Cleaning)	(Yes / No)
2.1(d)	Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if	(Yes / No)

Question no.	Question	Response
	outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	
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.	

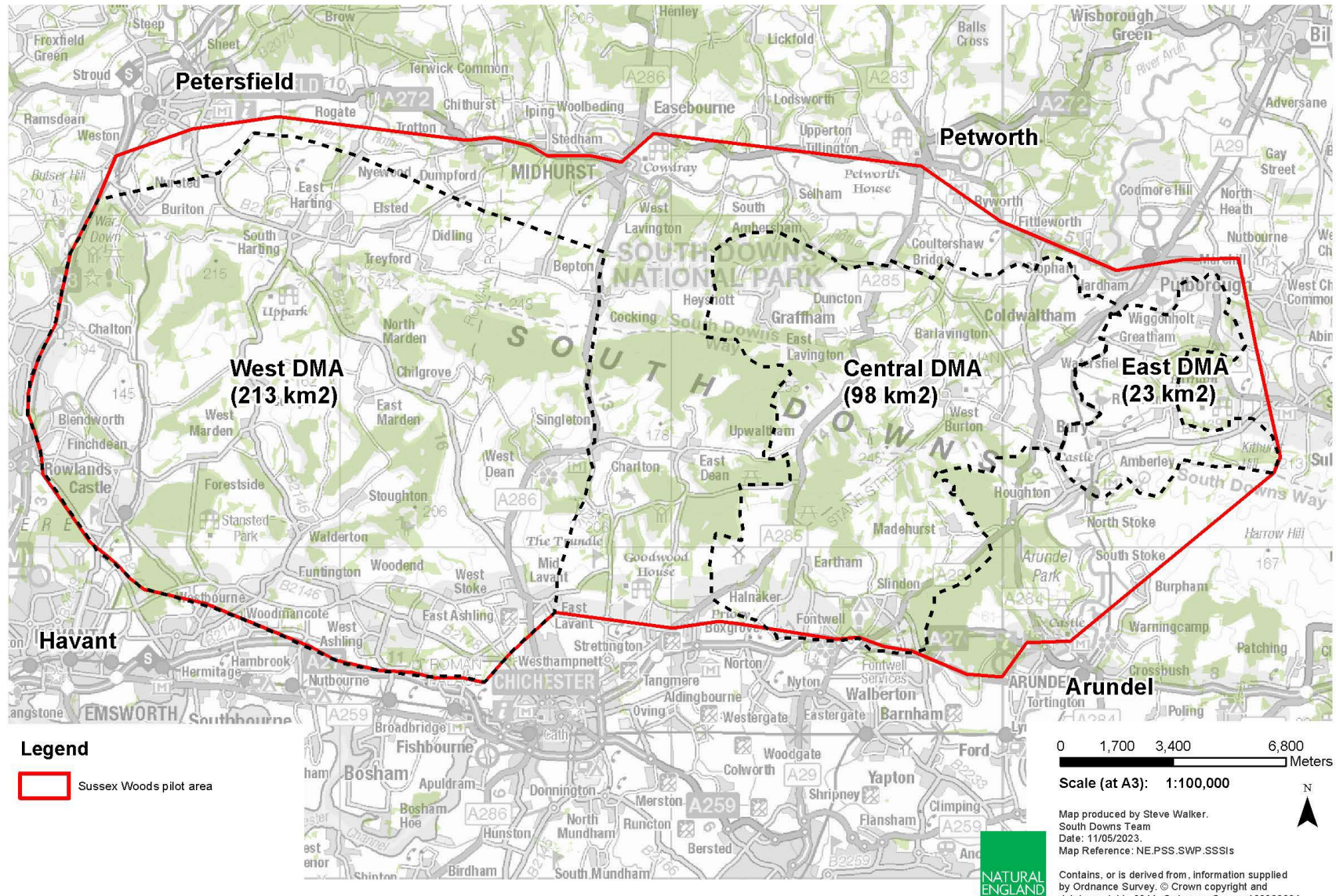
Part 2.2 Grounds for discretionary exclusion

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	(Yes / No)

Question no.	Question	Response
	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?	If yes please provide details at 2.2 (f)
2.2 (f)	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

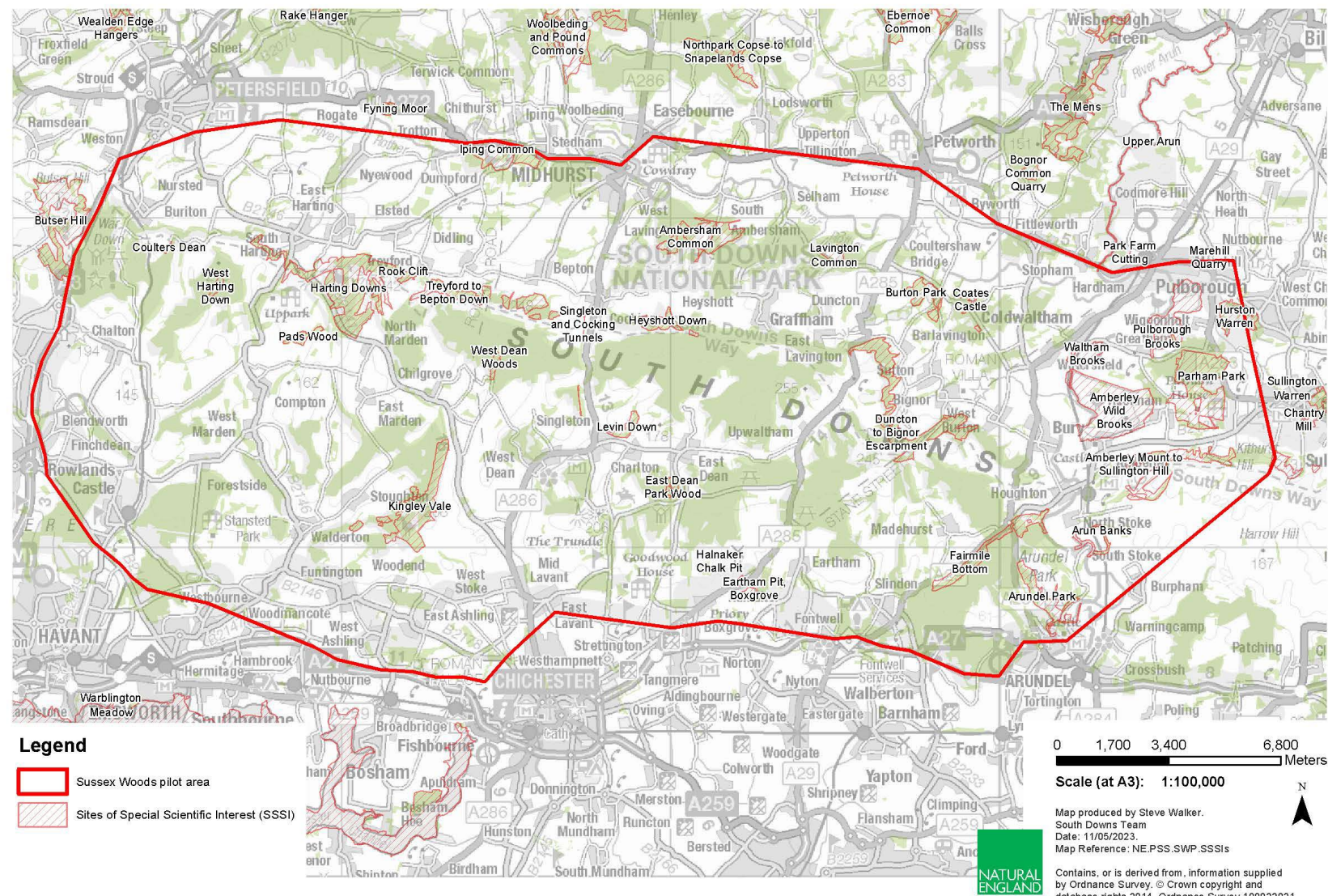
Annex 3. Sussex Woods PSS Pilot – Deer Management Areas (DMAs)

Sussex Woods PSS Pilot - Project Area & Deer Management Areas



Annex 4. Sussex Woods PSS Pilot – SSSIs

Sussex Woods PSS Pilot - Project Area & SSSIs



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Annex 5: 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 _____