



Request for Quotation

[Natural England - GOV.UK](https://www.gov.uk/natural-england)

Investigation of regulated tidal exchange and water level control structures for management of saline lagoons at North Killingholme Haven Pits Site of Special Scientific Interest (SSSI), North East Lincolnshire

September 2025

Request for Quotation

Investigation of regulated tidal exchange and water level control structures for management of saline lagoons at North Killingholme Haven Pits Site of Special Scientific Interest

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

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

Email: morwenna.christian@naturalengland.org.uk

Date: 24 September 2025

Time: 12:00 midday

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

Morwenna Christian 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	3 September 2025
Deadline for clarifications questions	15 September 2025
Deadline for receipt of Quotation	24 September 2025
Intended date of Contract Award	w/c 6 October 2025
Intended Contract Start Date	13 October 2025
Project update report	31 January 2025
Intended Delivery Date / Contract Duration	1 March 2026

Section 1: General Information

Glossary

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

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

Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

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

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

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

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

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

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

Amendments

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

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

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

Conditions of Contract

The Authority's

- Standard Good and Services Terms & Conditions (used for purchases under £50k)

can be located on the Natural England Website

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

and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Please price against the work described in the specification and complete the pricing template.

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.

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 to 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

2.1 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 - GOV.UK](https://www.gov.uk/natural-england)

Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England's rich natural environment can adapt and survive intact for future generations to enjoy.

2.2 Summary

North Killingholme Haven Pits SSSI is near Immingham, North East Lincolnshire, on the south bank of the Humber Estuary (central grid reference TA1662919816). The privately owned, 16ha, site comprises former clay pits which have developed into saline lagoons. It is within the Humber Estuary Special Protection Area /Ramsar site and is of international importance for waterfowl. The site is connected to the Humber Estuary by a manually operated sluice in the flood bank, which allows for the regulated exchange of tidal water. The sluice is over 50 years old and is not fully functioning due to siltation, and health and safety concerns regarding its operation.

The aims of the investigation are to assess the existing sluice, and appraise the options for management of water levels to achieve the site objectives. These should cover a range of low and high cost options, including repair of the existing sluice, replacement with alternative tidal exchange structure(s), and associated actions such as de-silting. Outputs include concept designs and estimated costs. A site visit is required to understand the site and the constraints, and assess the existing sluice.

2.3 Site description

Historically, the pits were formed when they were used to excavate clay for brick making in the early 1900s, after which they were flooded with estuarine water and left unmanaged. The site has been managed by local conservationists since the 1970s under agreement with the owner.

The site was designated as a SSSI in 1996, for the saline lagoons (and associated rich invertebrate fauna including the tentacled lagoon worm *Alkmaria romijni*) and roosting and feeding waterfowl. The citation can be viewed here: <https://designatedsites.naturalengland.org.uk/PDFsForWeb/Citation/2000089.pdf>

There are 3 pits (North, West, and East Pit), of which North Pit is the most important. (See location maps in Appendix 1.) Water level management is essential to ensure the right proportion of exposed mud, shallow water, and permanent water for the designated features.

North Pit and West Pit are saline lagoons and regulated water input from the Humber Estuary is essential to maintain the salinity. Water levels in North Pit can rise rapidly after rainfall and fall dramatically during dry periods. These two pits are separated by a working railway line.

East Pit is hydrologically isolated and dependent on rainfall. This is a deep freshwater pit and has permanent open water. East pit is not included in this investigation.

Water level control structures

(see photographs in Appendix 2 and location maps in Appendix 1)

North Pit is connected to North Killingholme Haven, North Killingholme Drain and West Pit by the following structures:

Sluice: 2 pipes pass through the flood bank, connecting North Pit with North Killingholme Haven (and the Humber Estuary). The pipes are approximately 30cm diameter and are each fitted with a flap valve which can be individually raised or lowered. The flap valves are accessed from a locked chamber on the flood bank (Grid ref TA1655720007). The flaps can be fully raised to allow bi-directional tidal exchange, or they can be opened to allow uni-directional flow, where water floods North Pit from the Haven but cannot drain out. The flaps can be operated independently of each other.

The pipes are positioned at an elevation in the tidal frame which allows water to flood North Pit from the Haven at most high tides above Mean High Water Neap level.

Cloughs: 2 pipes connect North Pit and North Killingholme Drain. These are fitted with uni-directional flaps, which allow water to drain from North Pit into North Killingholme Drain. They enable excess water to drain from North Pit when water levels reach approx. 0.7m on the gauge board in North Pit. Flaps were put on the cloughs in 2001 in response to a major pollution incident, to prevent polluted water from entering the site from North Killingholme Drain.

Culvert: North Pit is connected to West Pit by a culvert under the railway line. West Pit is slightly higher and water only passes through the culvert when the water levels are above approximately 0.6m on the gauge board in North Pit. There are no water control structures on the culvert. West Pit is inaccessible.

A levels survey has not been undertaken.

2.4 Site management objectives

The monitoring specification for North Killingholme Haven Pits SSSI specifies that the following site conditions are required to achieve the optimum conditions for the designated features:

Maintain salinity of 15-40 in North Pit and West Pit.

Maintain open water extent (including exposed mud) at minimum of 8ha in North Pit and minimum of 1.9ha in West Pit. Of this, at least 60% must be permanent open water persisting all year at all states of the tide, and up to 1m deep.

Manage water levels to achieve areas of shallow water and mud for passage waders in North Pit in spring and late summer/autumn, slightly deeper water in summer to enable water flow, and extensive deeper water in winter. Details are in the consented water level management regime in Appendix 3.

2.5 Water level management issues

Over the last 10 years it has become increasingly difficult to manage water levels because of siltation in North Killingholme Haven. This is exacerbated by erosion of the end of the pipes which extend into the Haven, as they fall short of the open channel. Siltation restricts water flow through the sluice and it is very difficult to manage water levels in a responsive manner, especially after rainfall. Multiple repeat visits are needed to open and close the sluice, and to flush through the silt, to achieve the target water levels. This is a skilled job and is done by a volunteer. The number of volunteer hours this was taking has become unsustainable.

The sluice is old and dates from the 1960s. The flap valves were last replaced in 1999. Operating it involves climbing down into the chamber and manually opening and closing the flap valves, which has health and safety risks.

Historically there has been erosion of the flood bank at the seaward side, which could threaten the location of the sluice. In recent years there has been accretion but repair or reinforcement of the flood bank will be needed if the Standard of Protection is compromised by undermining.

Vegetation growth within the West Pit and North Pit, due to siltation, has resulted in water levels being managed at lower levels to ensure that there is sufficient exposed mud. Tidal water does not always enter West Pit, which has become less saline.

The sluice is no longer being operated because of these issues. The implications of leaving the sluice valves permanently open are that North Pit fills up at high tide, which (depending on the height of the tide) makes it unsuitable for roosting/feeding waders. It drains out at low tide, leaving exposed mud and limited areas of permanent water.

Leaving the valves closed would also be damaging as North Pit would fill with rainwater, with water levels too deep for waders, and an absence of saline water from the estuary.

2.6 Constraints

2.6.1 Site-based risk assessment

The site can be viewed from the banks, and visits into the lagoon basin are not expected to be required. The lagoon is difficult terrain due to tidal mudflats and open water, and there is a working railway line through the centre of the site.

2.6.2 Eels Regulations

The contractor must ensure that any water control structure designs are compliant with the Eels (England and Wales) Regulations 2009. This ensures that eels are not trapped in a system from which they cannot freely return to their migration routes. (Liaise with the local Environment Agency Fisheries Technical Specialist).

2.6.3 Heavy metal contamination

There are known to be high concentrations of heavy metals (especially copper) in the sediments in North Pit, due to a past oil pollution incident. Any activities which may affect sediment mobilisation (e.g. excavating silt in North Pit) must be carefully assessed and may not be possible as the release of significant concentrations of copper could have toxic effects on the invertebrates and birds.

2.6.4 Biosecurity

Biosecurity measures must be observed to minimise the risk of introducing alien species.

2.7 Outputs of the investigation

A site visit to understand the site and the constraints, and assess the existing sluice.

An assessment of the existing sluice, including an expert opinion on whether it is safe to operate.

High level appraisal of water level management options which are safe, affordable, and environmentally sound. Include recommendations for any associated actions, such as de-silting, vegetation management, reinforcement of the flood bank.

Present the advantages/disadvantages of each option at this location, including the following considerations: the feasibility of future operation and maintenance;

the implications of future projected sea level rise (given the current Standard of Protection); site constraints.

Provide concept designs for the preferred water level management option, along with budget costs, consenting requirements and recommendations for the next stage of works. (Include reference to any permissions required from Environment Agency (including the Fisheries Technical Specialist), Marine Management Organisation, East Lindsey Internal Drainage Board and Natural England).

Present the above to Natural England and stakeholders to obtain feedback, and incorporate those into the findings as appropriate.

2.8 Access to land

Natural England has obtained landowner/manager access permission for this project. Contact details will be provided by Natural England to the contractor at the start of the contract. The contractor will be expected to liaise directly with landowner and site manager to arrange specific dates and times for access.

References

Saltmarsh Restoration Handbook UK & Ireland Environment Agency, August 2023. Editors: Rachel Hudson, Joe Kenworthy, Mike Best (Regulated Tidal Exchange structures on page 87 and 88)

[ZSL00333 Saltmarsh Restoration Handbook UPDATED 082023.pdf](#)

Self-regulating tide gate: a new design for habitat creation. Project: SC070031. Environment Agency, September 2011

https://assets.publishing.service.gov.uk/media/6033a8f5e90e076607c1bf0e/Self-regulating_tide-gate_a_new_design_for_habitat_creation_technical_report.pdf

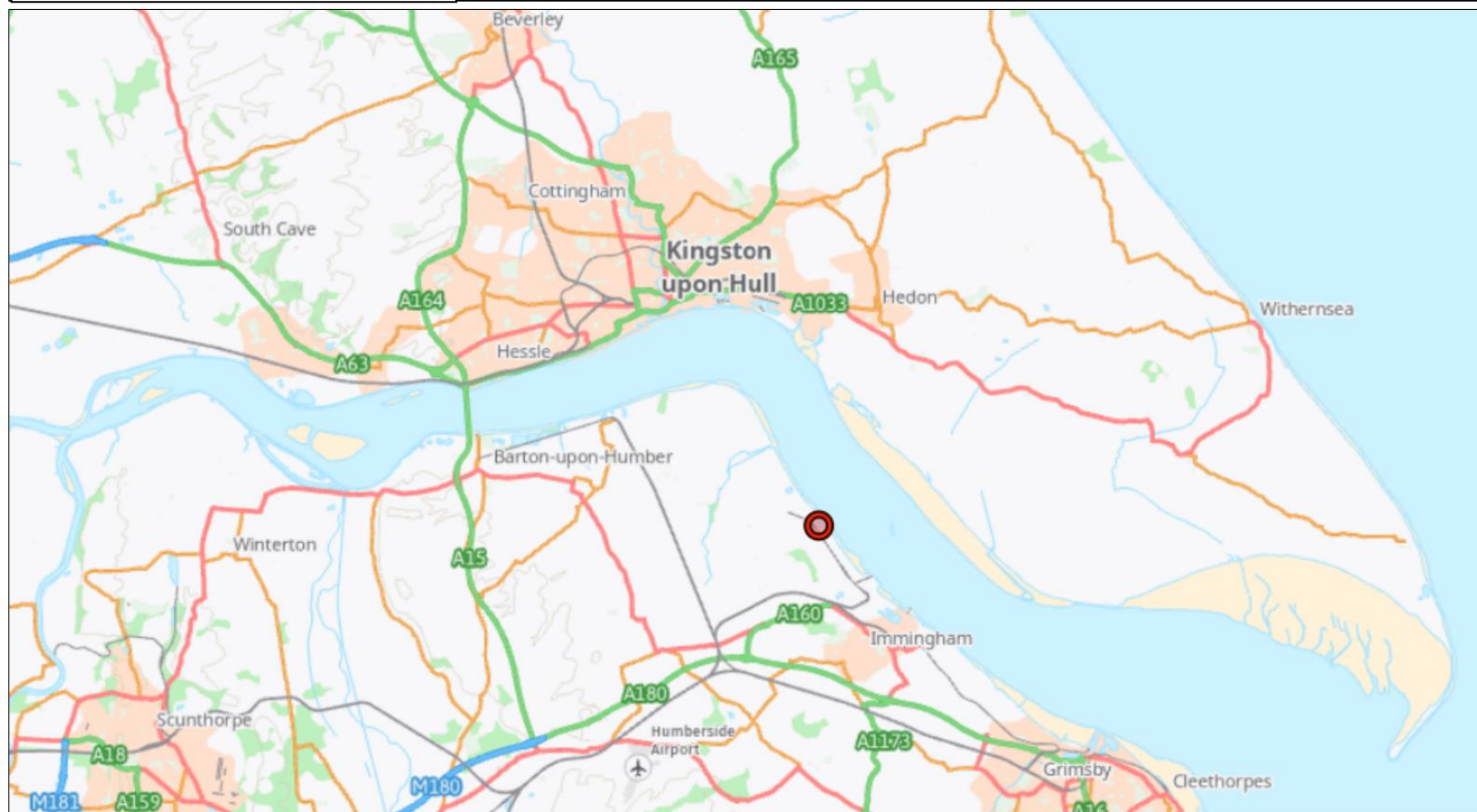
Eels Regulations 2009:

<https://www.eelregulations.co.uk/cont-001.php>

<https://www.gov.uk/guidance/safe-passage-for-eels>

Appendix 1 Location maps

North Killingholme Haven Pits SSSI

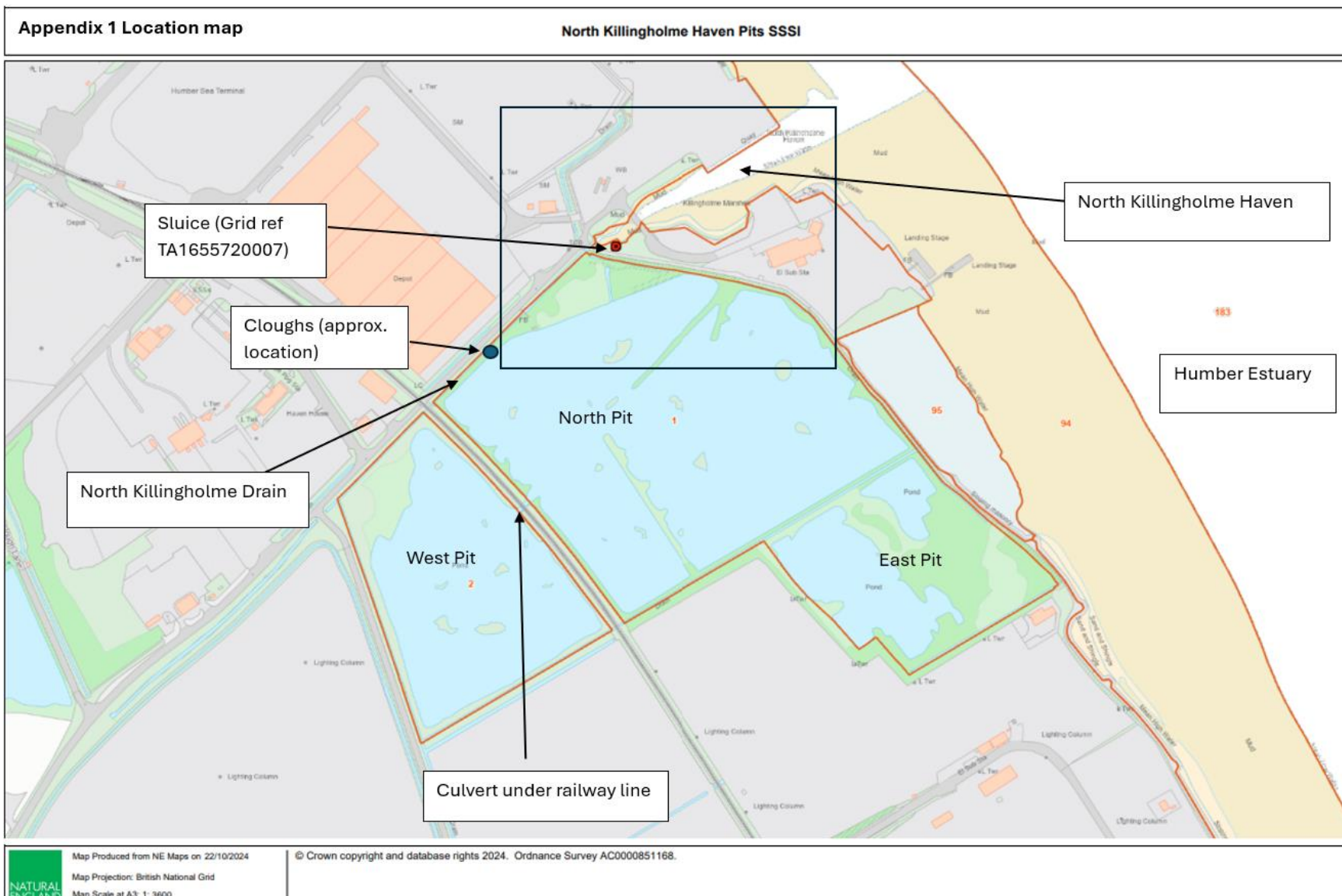


Map Produced from NE Maps on 14/07/2025

Map Projection: British National Grid

Map Scale at A4: 1: 212416

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● Sluice - - - - Pipes

Appendix 2 Photographs of the site

 <p>outfall into North Killingholme</p> <p>Sluice chamber</p>	 <p>Sluice chamber</p>
View from opposite bank of North Killingholme Haven	North Killingholme Haven; looking towards Humber Estuary
	
Sluice chamber (open) and outfall into North Killingholme Haven	Outfall into North Killingholme Haven. The extent of siltation is visible.

	
<p>Closed top of the sluice chamber</p>	<p>Open chamber</p>
	
<p>Erosion of the flood bank at the seaward side of the sluice</p>	<p>Outfall into North Pit</p>



View of North Pit from the hide, showing good mix of mud flat and open water, suitable for wading birds

Appendix 3 Consented water level management regime

Specified operations:

Management of water levels in North Killingholme Haven Pits (North and West Pits).

Details of proposed operations:

To manipulate the sluice connecting North Pit with the Humber Estuary, to achieve the following water levels, as measured on the gauge board in North Pit:

Month:

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec

Key to colour coding:



	Explanation
Low water levels of 0.2 to 0.35m	This provides extensive exposed mud and shallow water around the edges of North Pit to benefit passage <u>waders</u> , but also maintains areas of permanent water which are important for the specialist lagoon invertebrates.
Mid water levels of 0.35 to 0.7m	Water levels gradually raised to flood the edges of North Pit and wet up the West Pit. This allows good circulation of water around the site, as it can enter through the sea sluice, bringing in invertebrates from the estuary, and discharge into Killingholme Drain. It is beneficial to raise WLs slightly <u>at this time</u> to provide better predator control for nesting birds, by maintaining islands, and reduces the risk of the lagoon becoming hyper saline. Water levels must be adjusted to ensure nests are not flooded.
High water levels of 0.7 to 0.9m	High water levels provide maximum input and output of saline <u>water</u> which is needed to maintain the saline lagoon, and to bring in invertebrates from the estuary. Water levels at this height wet up the West Pit and help keep the reeds in check. WLs will be too high for roosting waders. However, it is essential <u>in order to</u> maintain and improve the habitat for waders. There is much less <u>wader</u> use during these months than at other times of year.

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. The invoice should be sent after all the work has been completed.

It is anticipated that this contract will be awarded for a period of 4 ¹/₂ months to end no later than 1 March 2026. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

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

Technical – 70%

Commercial – 30%

Evaluation criteria

Evaluation weightings are 70% technical and 30% commercial, the winning tenderer will be the highest scoring combined score.

Award Criteria	Weighting (%)	Evaluation Topic & Weighting	Sub-Criteria	Weighted Question
Technical	70%	Service / Product Proposal	Methodology and approach	1 Question Q1.1 (50% of technical score available)
			Experience and qualifications	1 Question Q2.1 (20% of technical score available)
			Company experience and project management	1 Question Q3.1 (20% of score available)
			Management of sustainability and social value	1 Question Q4 (5% of technical score available)
			Health & Safety	1 Question Q5 (5% of technical score available)
Commercial	30%	Whole life cost of the proposed Contract		

Technical (70%)

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.

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

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

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

Methodology and approach	Detailed Evaluation Criteria
	Responses should not exceed 2000 words (approx. 4 sides of A4).
Q1.1 Please advise your proposed methodology for undertaking the tasks required.	<p>Your response should include:</p> <p>A clear understanding of the nature of the requirements.</p> <p>A proposed methodology for undertaking the work.</p> <p>An outline schedule/timetable for key activities.</p> <p>Minimum score 70.</p>

Experience and qualifications	Detailed Evaluation Criteria
	Responses should not exceed 1000 words (approx. 2 sides of A4).
Q2.1 Please provide details of the key staff to be used for the	Your response should include:

Experience and qualifications	Detailed Evaluation Criteria Responses should not exceed 1000 words (approx. 2 sides of A4).
project, their experience of undertaking similar work and any relevant qualifications they hold.	<p>Staff with appropriate level of experience and knowledge are involved in each stage and task.</p> <p>A short pen portrait to evidence the relevant experience, skills and qualification for each key member of the project team.</p> <p>A project team organisation diagram that provides a clear reporting structure.</p> <p>Details of any subcontractors to be used and the expertise they will bring to the project.</p> <p>Minimum score 70.</p>

Company experience and project management	Detailed Evaluation Criteria Responses should not exceed 1000 words (approx. 2 sides of A4).
Q3.1 Company experience and project management	<p>Your response should demonstrate: Your company's experience of successfully undertaking similar projects.</p> <p>Identification and mitigation of key project risks, including how you will ensure project continuity if key staff become unavailable.</p> <p>Confirmation that your team is able to the deliver the outputs within the timeframe.</p> <p>An overview of the quality assurance procedures you will apply to the project.</p> <p>If you are using sub-contractors to deliver key elements of the project, please advise how they will be managed.</p> <p>Minimum score 70.</p>

Health and safety	Detailed Evaluation Criteria Responses should not exceed 500 words (approx. 2 sides of A4).
Q4.1 Provide an assessment of potential health and safety risks associated with the project and how you would mitigate these.	<p>Your response should:</p> <p>Identify and describe how you will manage health and safety issues associated with this project – in particular working near water and inter-tidal areas.</p> <p>Please provide examples of the following documents as evidence of your risk management, health and safety and environmental policies and procedures:</p> <ul style="list-style-type: none"> • A site survey risk assessment • Lone working practices • Level of competence/ experience • Health and Safety policies / certificate

Sustainability and social value	Detailed Evaluation Criteria Responses should not exceed 500 words (approx. 2 sides of A4).
Q5.1 Provide evidence that you pursue sustainability in your operations and show how these apply to this project.	<p>Your response should:</p> <p>Describe your approach to sustainability and how this will be managed and adopted throughout the project.</p> <p>Provide a copy of your environmental policy and any environmental accreditation schemes, which you have been awarded or are working towards.</p> <p>Provide information on travelling distances of personnel undertaking survey work. (Local suppliers will score more highly).</p>

Commercial (30%)

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 weighted scores is as follows:

- Commercial

Score = (Lowest Quotation Price / Supplier's Quotation Price) x 30%

(Maximum available marks)

- Technical

Score = (Bidder's Total Technical Score / Highest Technical Score) x 70%

(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 templates
- 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 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.

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)
	Money laundering or terrorist financing	(Yes / No) If yes please provide details at 2.1 (b)
	Child labour and other forms of trafficking in human beings	(Yes / No) If yes please provide details at 2.1 (b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. Identity of who has been convicted	

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

Part 2.2 Grounds for discretionary exclusion

Question no.	Question	Response
2.2(a)	The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , 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)

Question no.	Question	Response
		If yes please provide details at 2.2 (f)
2.2(d)	Breach of labour law obligations?	(Yes / No) If yes please provide details at 2.2 (f)
2.2(e)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	(Yes / No) If yes please provide details at 2.2 (f)
2.2 (f)	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Annex 2 Acceptance of Terms and Conditions

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

Company _____

Signature _____

Print Name _____

Position _____

Date _____