

## **Request for Quotation**

# **Develop an Open Mosaic Habitats on Previously Developed Land (OMH) GIS layer**

**19/09/25**

# Request for Quotation

## Develop an Open Mosaic Habitats on Previously Developed Land (OMH) GIS layer

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: [chris.brough@naturalengland.org.uk](mailto:chris.brough@naturalengland.org.uk)

Date: 03/10/2025

Time: 23:59

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

Chris Brough 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	19/09/2025
Deadline for clarifications questions	29/09/2025 at 23:59
Deadline for receipt of Quotation	03/10/2025 at 23:59
Intended date of Contract Award	10/10/2025
Intended Contract Start Date	20/10/2025
Intended Delivery Date / Contract Duration	27/02/2026

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

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

## **Prices**

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

## **Disclosure**

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement. In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government's transparency agenda, all UK Government organisations must advertise on Find a Tender Service (FTS) in accordance with the following publication thresholds:

- Central Contracting Authority's: £12,000
- Sub Central Contracting Authority's and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of Choose as appropriate '£12,000' (for a Central Contracting Authority) inclusive of VAT.

If this opportunity is advertised via FTS, we are obliged to publish details of the awarded contract.

A copy of the contract must also be published with confidential information redacted. By submitting a Response, you consent to these terms as part of the procurement.

## **Disclaimers**

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

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

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

## **Information Security requirements**

The Government Security Classification Policy (GSCP) sets out the administrative system used by HM Government (HMG) to protect information and data assets appropriately against prevalent threats through the use of 'classification tiers'. HMG uses three classification tiers; OFFICIAL, SECRET and TOP SECRET. Each tier provides a set of recommended baseline behaviours and a set of protective controls, which are proportionate to the threat profile for that tier AND the potential impact of a compromise, accidental loss or incorrect disclosure of information held within that tier.

Tenderers and suppliers must ensure that appropriate protective security controls are in place to comply with the GSCP and manage the information shared and received as part of this tender exercise.

A full suite of guidance documents is available on GOV.UK, with specific guidance for tenderers and suppliers set out in Guidance 1.6 - Contractors and Contracting Authorities.docx ([publishing.service.gov.uk](https://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

The draft OMH inventory was created largely as a desk exercise using a data capture rule base (attached) that itself is built upon a methodology (Riding et al. 2010) which aimed to determine how OMH could be identified both remotely and in the field and mapped into a habitat inventory.

The dataset is available at Open Mosaic Habitat (Draft) - [data.gov.uk](https://data.gov.uk) on the Magic Map Application ([defra.gov.uk](https://defra.gov.uk)).

The draft inventory of OMH was published in 2013 and has not been updated since. The essential requirement that OMH can only occur on previously developed land increases the potential for OMH to be lost to re-development. OMH might also be lost to ecological succession. The scale of the change since 2013 was unknown so in 2024 a contract was let to compare the polygons within the draft inventory against the latest available aerial imagery. This confirmed that 25% of the polygons no longer contained OMH and should be removed and in another 30% of the polygons OMH was still present but the boundary of the polygon required amendment to account for partial loss from development or vegetation succession.

The work is to use the data from the 2024 contract and remove and amend the polygons from the draft inventory where OMH has been lost to create a more accurate GIS layer.

The Need for the Work: Up to date and robust data regarding the location and extent of Priority Habitats is a fundamental requirement for good decision making across a wide range of national and local policy areas including;

- Delivery of Local Nature Recovery Strategies
- Delivery of Biodiversity Net Gain
- Delivery of 30 x 30

Timeframe: The work is to be undertaken before the end of February 2026.

Tasks: The work required is in five parts and NE reserves the right to award all or some of the tasks. No field work will be required as part of this work.

Task 1. Initial exploratory investigation of the datasets and agreement on the data capture standards to be used when amending polygons and creating the final dataset for publication.

Task 2. This will comprise a desk exercise to remove the 2086 polygons identified for removal in the 2024 contract. Prior to removal the contractor will use the latest available suitable aerial photography imagery and reference to the data capture rules to confirm the assessment of the 2024 contract. Where the contractor finds that the decision to remove a polygon may be wrong the polygons should be identified for joint scrutiny with NE. Once agreement is reached all polygons identified for removal can be deleted.

Task 3. This will comprise a desk exercise to review and amend the boundary of the 2553 polygons identified as requiring a clear boundary change. Prior to removal the contractor will use the latest available suitable aerial photography imagery and reference to the data capture rules to confirm the need for change. Where the contractor finds uncertainty in the judgement made in the 2024 contract then these polygons should be identified for joint

scrutiny with NE. Once agreement is reached then the boundary of the polygons should be digitised to the required standard as detailed in Digitising Standards for Open Mosaic Habitats (OMH) Mapping – July 2025 (Annex 1)

Task 4. This will comprise a desk exercise to review the remaining 3771 polygons in the retain OMH and retain with uncertainty categories in the 2024 contract. These polygons will be reviewed using the latest available suitable aerial photography imagery and reference to the data capture rules to identify if since the 2024 contract any change requiring removal or boundary change has taken place. Where the contractor finds removal or amendment is required the polygons will be scrutinised by the contractor and NE and a decision made. Following the decision polygons will be retained, amended or removed in line with the standards required in Digitising Standards for Open Mosaic Habitats (OMH) Mapping – July 2025 (Annex 1).

Task 5. Outputs and Reporting.

The outputs from the tasks will be collated into two products.

- a. A GIS layer and attribute table containing those retained and amended polygons. The attribute table to follow the structure of the draft inventory.
- b. A GIS layer containing those polygons which have been deleted together with those that have been amended but with their extent being before amendments had taken place. The attribute table to follow the structure of the (revised with notes) layer produced in the 2024 contract.

The GI layers and their associated data tables will be supplied to NE in ESRI Shapefile or ESRI geodatabase format.

The intention is for NE to publish the revised data on the open data portal. No data sources should be used where licensing requirements would prevent this from happening.

A short technical report detailing how the analysis was undertaken and the resulting changes to the draft inventory as a result should be produced. The technical report should be written in plain English with acronyms and technical terminology explained. Reports should be supplied in both Word and pdf.

If machine learning/R/Python is used to deliver the outputs than details of this and any coding should be provided.

Skills and Expertise: The tasks will require skills and experience in the manipulation and analysis of geographic data and the software platform used for this. The technical reports will require skills in report writing and the conveying of complex issues.

## Outputs and Contract Management

Reference	Deliverable	Responsible Party	Date of completion
Task 1	Project initiation meeting and confirmation that data access required is in place.	Contractor and NE	Mid October 2025.
Task 2	Removal of polygons to	Contractor and NE	Mid November

	be removed including meeting and agreement where requirement to remove is not clear.		2025
Task 3	Amendment of polygons requiring boundary change including meeting and agreement where amendment is not clear.	Contractor and NE	Mid December 2025
Task 4	Review and amendment of polygons categorised as retain or retain with uncertainty	Contractor and NE	Mid January 2026
Task 5	Draft technical report and provisional datasets provided to NE and example findings presented.	Contractor	Late January 2026
	Submission of comments on draft report and data.	NE	Early February 2026
	Submission of final reports and datasets.	Contractor	Mid February 2026.
	Wash up meeting. 50% of contract value payable at this time.	Contractor and NE	End February 2026.

## Payment

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

The Authority's preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Invoices are to be sent to Natural England in December 2025 and February 2026 following the completion of Task 3 and the completion of Task 5, respectively.

It is anticipated that this contract will be awarded for a period of 5 months to end no later than 27 February 2026. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

## Evaluation Methodology

We will award this contract in line with the most advantageous tender (MAT). 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%	Proposal	Methodology	<p>Please provide details of the methodology and approaches proposed to deliver the requirements of this project.</p> <p>Your response should:</p> <ol style="list-style-type: none"><li>1) Demonstrate a clear understanding of the nature of the requirements.</li><li>2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements to the outlined timeframe.</li><li>3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.</li></ol> <p>50% of technical score available</p>
			Key personnel	<p>Key personnel who will be directly involved in this contract and recent experience of carrying out similar projects.</p> <p>30% of technical score available.</p>

			Quality Assurance measures	<p>Please explain how you ensure projects are delivered on time and to the required standards. In addition, what contingency plans are in place to deal with unforeseen circumstances?</p> <p>20% of technical score available</p>
Commercial	40%	Whole life cost of the proposed Contract	Commercial Model	<p>Ability to deliver within budget &amp; contract period.</p> <p>100% of commercial score available.</p>

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

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

Methodology	Detailed Evaluation Criteria
<p>Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project.</p> <p>Responses should not exceed two sides of A4, and use Arial font, size 11.</p>	<p>Your response should:</p> <ol style="list-style-type: none"> <li>1) Demonstrate a clear understanding of the nature of the requirements.</li> <li>2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.</li> <li>3) Show how you plan to meet the timescales set out in Section 2.</li> <li>4) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.</li> </ol>

Key Personnel	Detailed Evaluation Criteria
<p>Q2. Key personnel who will be directly involved in this contract and recent experience of carrying out similar projects.</p> <p>Responses should not exceed one side of A4, and use Arial font, size 11.</p>	<ol style="list-style-type: none"> <li>1) Outline who will be involved in the project and what similar work they have completed.</li> </ol>

Quality Assurance	Detailed Evaluation Criteria
<p>Q3. Please explain how you ensure projects are delivered on time and to the required standards. In addition, what contingency plans are in place to deal with unforeseen circumstances?</p> <p>Responses should not exceed two sides of A4, and use Arial font, size 11.</p>	<ol style="list-style-type: none"> <li>1) Explain what methods will be used to ensure the work is completed to the timeframe outlined above.</li> <li>2) Give detail of how you will be sure that the data provided is of the highest standard.</li> </ol>

## 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 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):  $WC + WT = TWS$ .

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

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](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

### Part 1.2 Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.

Question no.	Question	Response
1.2(a)	Contact name	



1.2(b)	Name of organisation	
1.2(c)	Role in organisation	
1.2(d)	Phone number	
1.2(e)	E-mail address	
1.2(f)	Postal address	
1.2(g)	Signature (electronic is acceptable)	
1.2(h)	Date	

## Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion, including being on the Government Debarment List.

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

	<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 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)	<p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>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</p>	
2.2(b)	Breach of environmental obligations?	(Yes / No)

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

## Annex 2 Acceptance of Terms and Conditions

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

Company \_\_\_\_\_

Signature \_\_\_\_\_

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

Position \_\_\_\_\_

Date \_\_\_\_\_

# Appendix 1 Priority Habitat Inventory: Data Submission Guidance

The Priority Habitat Inventory (PHI) is updated twice a year with new datasets, known as “candidate datasets”. There are two main ways in which we receive data for inclusion in the PHI. One of them is submissions for individual fields, which do not need to be GIS data but must include enough information for the PHI team to confirm that the submission is a priority habitat (see PHI Evidence Requirements Document). Individual submissions are mapped into a GIS dataset which is used as a candidate dataset in the PHI update.

The other is submitting GIS datasets, which are treated as individual candidate datasets. This document details the standards and information required for us to be able to include existing datasets as candidates in a PHI update.

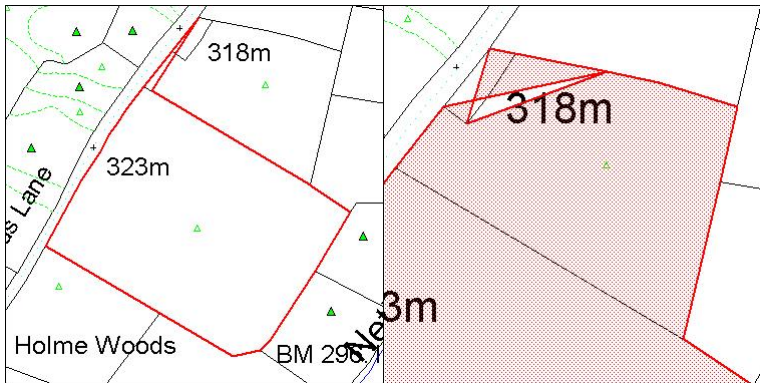
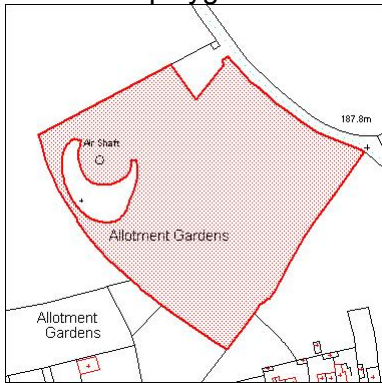
## Dataset requirements

- Name and reference year of dataset, to be included in the attributes of the PHI (see candidate dataset attributes below).
- Report or methodology for the classification of habitats.
- Data licence which permits publishing of derived data under an Open Government Licence (or the PHI data licence agreement signed by the data owner).
- Confirmation of point of contact for dataset, for any future queries.

## Digitising standards

Before each PHI update, candidate datasets are fitted to a common spatial framework. Whilst this resolves many issues which may be present in the geometry, it is preferred that candidate datasets meet the following standards:

Spatial framework	Ordnance Survey MasterMap is used as the spatial framework for the PHI. Whilst we fit candidate datasets to the spatial framework before each PHI update (using an automated process), it is helpful for candidate datasets to follow or align closely with OS MasterMap.
Resolution	Where a boundary does not follow an OS MasterMap feature, such as where the boundary follows a feature on an aerial photograph or scanned and geo-rectified map (maybe field or historical), the digitised boundary should be captured with sufficient nodes that the digitised feature takes on the shape of the feature on the source material at a scale of 1:2500.
Overlaps	Datasets should be flat layers, with no overlapping features.
Slivers/gaps	Where a boundary is shared between two (or more) polygons the boundaries should all share the same geometry. There should therefore be no slivers/overlaps or gaps between polygons with shared boundaries.
Spikes and bowties	Polygons should not contain inappropriate “spikes” or “bowties” (self-intersections).

	
Holes	<p>Holes in polygons should be appropriately "punched". Where there is a hole in a polygon this should be digitised as a hole.</p> 

## Attribute structure

The attributes of the PHI can be found on the dataset information page available [here](#). We require the following attributes in candidate datasets. Data submitted does not need to be in this exact format, as we will carry out pre-processing of candidate datasets to use in each PHI update, but we must be able to interpret them from the data or other information provided.

Main habitat (HabCodes)	<ul style="list-style-type: none"> <li>- The name of the main priority habitat(s) present in the polygon.</li> <li>- We may be able to interpret this from other classification codes, however the preference would be for this to be done before the data is submitted, due to other classifications often not having exact translations to priority habitats.</li> <li>- Polygons may contain multiple main habitats where their definitions allow.</li> <li>- Please see the PHI dataset information available <a href="#">here</a> for the full list of habitats mapped in the PHI.</li> </ul>
Habitat features (FeatCodes)	<ul style="list-style-type: none"> <li>- Additional information about the nature of the habitat or features present.</li> <li>- As above we may be able to interpret features to include from other classification codes (e.g. wet/dry heath from NVC codes). However as above it is useful to have this included in the data.</li> </ul>

	<ul style="list-style-type: none"> <li>- Please see the PHI dataset information available here for the full list of habitat features currently included. Further habitat features can be added where appropriate.</li> </ul>
Other habitat classifications (OtherClass)	<ul style="list-style-type: none"> <li>- Additional habitat classification information relating to main habitats.</li> <li>- Where the data relates to a Phase 1 or NVC survey, this is where the relevant codes should be included.</li> </ul>
Additional habitats present (AddHabs)	<ul style="list-style-type: none"> <li>- Any additional priority habitats present in the polygon, which may have a small area or are not accurately mappable.</li> </ul>
Data source and reference date (PrimSource)	<ul style="list-style-type: none"> <li>- The name of the survey or dataset to be referred to in the PHI, and the reference year for the dataset (for example, the year the dataset was last edited, where the dataset is a compilation of various surveys).</li> <li>- There should be one source per dataset.</li> </ul>
Survey date (PSDate)	<ul style="list-style-type: none"> <li>- The survey year for each polygon.</li> </ul>
Priority Determination (PRIDET)	<ul style="list-style-type: none"> <li>- This categorises both the accuracy with which the priority habitat has been determined, and how spatially accurate it is. It is used in the PHI update process.</li> <li>- This can be assigned based on the type of survey and any other information provided.</li> <li>- It can be assigned per polygon rather than per dataset.</li> </ul> <p>The following values are permitted:</p> <ul style="list-style-type: none"> <li>- Definitely is</li> <li>- Definitely present within polygon but not accurately mappable</li> <li>- Probably the Priority Habitat but some uncertainty of interpretation</li> <li>- Probably the Priority Habitat but some uncertainty of interpretation and mapping</li> <li>- Priority Habitat may be present but data is insufficient to determine presence confidently</li> <li>- Priority Habitat may be present but data is insufficient to determine presence confidently or map accurately</li> <li>- Undetermined</li> </ul>

### Examples of attributed candidate data

Example of NVC data:

HabCodes	UHEAT
FeatCodes	WETHL
OtherClass	NVC(M15,M16)
AddHabs	UFFSW

PrimSource	Bodmin Moor SSSI NVC Habitat Survey 2015(UHEAT)
PSDate	2015(UHEAT)
PRIDET	Definitely is(UHEAT)

Example with two overlapping habitats:

HabCodes	LFENS,RBEDS
FeatCodes	
OtherClass	
AddHabs	
PrimSource	RSPB 2024(LFENS),RSPB 2024(RBEDS)
PSDate	2024(LFENS),2024(RBEDS)
PRIDET	Definitely is(LFENS),Definitely is(RBEDS)