

Request for Quotation

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

Common Standards Monitoring Surveys of invertebrate sand dune assemblages within the Humber Estuary Site of Special Scientific Interest (SSSI)

April 2025

Request for Quotation

**Survey of invertebrate sand dune assemblage within Humber Estuary Site of Special Scientific Interest**

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: morwenna.christian@naturalengland.org.uk

Date: 27 April 2025

Time: 12.00

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.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 11 April 2025 at 12:00 BST/GMT |
| Deadline for clarifications questions | 22 April 2025 at 12:00 BST / GMT |
| Deadline for receipt of Quotation | 27 April 2025 at 12:00 BST / GMT |
| Intended date of Contract Award | Week beginning 28 April 2025 |
| Intended Contract Start Date | 5 May 2025 |
| Project update report | 15 September 2025 |
| Intended Delivery Date / Contract Duration | 20 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](https://www.gov.uk/government/organisations/natural-england/about/procurement)

[Natural England terms and conditions for goods and services - GOV.UK](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services)

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.

Please ensure a quotation is provided for all survey visits plus one contingency day for each site.

Please complete separate pricing templates for i) surveys at all sites (the full project specification), ii) surveys at Spurn Peninsula only, iii) surveys at the 3 Lincolnshire sites (Humberston, Donna Nook, Saltfleet) only. (3 forms in total).

Quotes for the full project specification will be evaluated first, but if there is insufficient budget then the project may be reduced in scope to cover either Spurn Peninsula or the Lincolnshire sites.

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)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1166155/Guidance_1.6_-_Contractors_and_Contracting_Authorities.pdf).

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](https://www.gov.uk/government/publications/ppn-0224-improving-transparency-of-ai-use-in-procurement/ppn-0224-improving-transparency-of-ai-use-in-procurement-html).

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](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/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

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/government/organisations/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.

Summary

The Humber Estuary Site of Special Scientific Interest (SSSI) is notified for its outstanding invertebrate assemblages (amongst many other features). The aim of the contract is to sample invertebrates associated with sand dunes, in accordance with Common Standards Monitoring methodology. Specific assemblage types and their condition will be determined by inputting the data to Pantheon. [About Pantheon | Pantheon](https://pantheon.brc.ac.uk/about/pantheon)

This is the third contract for invertebrate sampling on this SSSI and follows previous contracts which focussed on freshwater/brackish lakes (2023), and saltmarsh (2024).

In this contract the surveys will focus on sand dunes and associated habitats at the following 4 sites within the Humber Estuary SSSI:

* Spurn Peninsula (East Yorkshire),
* Humberston Dunes, Cleethorpes (North East Lincolnshire),
* Donna Nook (Lincolnshire),
* Saltfleet (Lincolnshire).

There will be a minimum of 4 sampling locations at each site. Contractors are to use their professional opinion to determine the total number and exact positions that capture the variation across the sand dune habitat.

The principal taxa are Aculeates, Coleoptera, Diptera, day-flying Lepidoptera, Heteroptera, Orthoptera, spiders.

4 visits will be made between May 2025 and end August 2025. The visits should be spread throughout the field season, with the first visit in May, and at least 4 weeks between visits.

There may be sensitive areas for breeding birds, including Schedule 1 species, and high tide roosts, and instructions from site managers must be followed to avoid disturbance. Some areas are tidal and tide timetables must be consulted to inform safe working times and accessibility. Site based risk assessments must be followed.

Aims

Undertake invertebrate surveys within the sand dunes and associated habitats to assess the current state of the assemblages, using a combination of free-ranging searches and standardised survey methods.

To characterise the invertebrates into Specific Assemblage Types and assess their quality and condition, using Pantheon, a database tool developed by Natural England and the Centre for Ecology & Hydrology.

To record brief habitat data to aid understanding of the habitat requirements of the assemblages.

To provide habitat management recommendations for the invertebrate assemblages.

To provide a baseline for future Common Standards Monitoring.

The results will allow Natural England to undertake a [Common Standards Monitoring (CSM](https://data.jncc.gov.uk/data/80873e1e-63eb-44a0-925c-b5edec5fa3fd/CSM-TerrestrialFreshwaterInvertebrates-2008.pdf#:~:text=The%20guidance%20given%20here%20deals%20with%20common%20standards,interest%20features%2C%20attributes%2C%20targets%20and%20methods%20of%20assessment.)) assessment of the condition of invertebrate assemblages with the Humber Estuary SSSI, and help with advising on future management to conserve the species.

Description of the invertebrate interest

Nationally important invertebrate assemblages, associated with open grassland and bare ground, with a component of taller swards and scrub, mainly on sand dunes. There are rare species such as the ground beetle Amara infima, dung beetle Aphodius subterraneus, dune snail-killing fly Salticella fasciata, white colon moth Sideridis albicolon, and shore wainscot moth Mythimna litoralis.

The Specific Assemblage Types are likely to include:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| F111 bare sand and chalk | F112 open short sward | F001 scrub edge | M211 Sandy beaches | W221 Undisturbed fluctuating marsh |
| Where found: | | | | |
| Hot, dry soil conditions in bare or sparsely vegetated ground/sand, in early successional habitats | Open short swards on dry soils. Taller vegetation and woody plants are also often an important component of the overall habitat | Scrub or woodland grades into or is interspersed with open areas of grassland, or early successional habitats | High tide strandline, below the foredune. Wrack litter layer and beach edge transition zone.  (Note: the sandy foreshore is excluded) | Dune slacks |
| Principal taxa and approximate contributions to the assemblage: | | | | |
| Coleoptera (33%),  Aculeates (15%)  Diptera (>10%),  Spiders (>10%)  Heteroptera (10%) | Coleoptera (45%), Heteroptera (20%),  Day-flying Lepidoptera (10%),  Diptera (10%) | Aculeates (50%), Coleoptera (>10%),  larger Diptera (10%),  day-flying Lepidoptera (10%), Heteroptera (<10%) Orthoptera (<10%) | Coleoptera (85%),  Diptera (<10%), Spiders (<10%), Isopods (<10%) | Coleoptera (90%), Mollusca (<10%), Diptera (<10%) |
| Fieldwork methods: | | | | |
| Pan trapping in April / May for Hymenoptera, ground searching, sweeping, spot sweeping, suction sampling and pitfall trapping. | | Beating, sweeping, spot sweeping and suction sampling. | At low tide, ground searching for beetles, sieving of sand and tidal debris and sweeping / netting, mainly for flies. | Ground searching for beetles and molluscs, sweeping for flies and pitfall trapping. |

(Ref [ISIS | Pantheon](https://pantheon.brc.ac.uk/content/isis))

Methods

The following assemblage specific methods must be used:

Make 4 survey visits between early May and end of August. The first visit must be in May, ideally before potential drought conditions set in; and the other 3 visits from June to end of August. The visits should be spread through the field season and be at least 4 weeks apart unless a sudden change in weather warrants visits closer together. Contractor to decide precise timings in relation to progress of season.

Survey methods to consist of pan trapping in April / May for Hymenoptera, ground searching, sweeping, spot sweeping, suction sampling, pitfall trapping and (on the scrub edge) beating. Note: suction sampling must be done with a quiet, battery-powered device in order to minimise disturbance to birds.

Pitfall traps: place at least one set of pitfall traps (usually a 3 x 3 grid) in the target habitat, or a line of 9 across a habitat transition. Pitfall traps must be set on 2 occasions: once during the early season and once during the late season. They should be in place for 6 or 7 nights. Traps should include a protective cover to prevent small mammals from entering them and prevent flooding by rain. A record must be kept of the precise locations of the traps, their size and design and the preservative used (use propylene glycol not ethylene glycol). Setting and collecting of these traps should not count as survey visits (unless field survey work is carried out on that day).

Do not include moth trapping or malaise trapping.

The standard sampling protocol describes a number of “capture events,” so might consist of a timed sweeping set and a hand searching set. The time period protocol for sweeping should be doubled from that given in Drake et al. 2007 with appropriate adjustments of sampling periods to ensure better ground coverage. This would give a 20-minute sweeping window, sub-divided into 5 equal periods of 4 minutes. This 20-minute capture event is then repeated 3 more times to give the standard 4 samples. A timer should be used to define the end the sweeping periods. A record must be kept of the methods used at each sampling location.

Samples should be kept separate from each other, being clearly labelled with site name, sub-site/sampling location name, sample collection date, habitat zone the sample was taken from, and the collector’s name.

Care must be taken that fieldwork is conducted in a safe manner.

Note presence of any non-native species.

Generic methodology

The following generic methods are to be used in all surveys in conjunction with the assemblage specific methods above.

A minimum of 4 sampling locations will be required at each site. Contractors are to use their professional opinion to determine the total number of samples and exact positions. Agree the locations in advance with Natural England.

The variation of sand dune habitats must be represented by the sampling locations e.g. strandline, embryo dunes, mobile dune, fixed dunes, dune grassland (tall and short swards), dune slacks, scrub.

If the contractor believes a visit has resulted in sub-optimal data collection (e.g. due to poor weather conditions) one further visit can be undertaken per site survey. Please ensure a quotation is provided for this.

Any sampling locations that were not fully visited because of time constraints, weather problems, access issues etc must be noted, and Natural England must be informed as soon as possible.

Please identify the National Vegetation Classification (NVC) type (JNCC, 2020) (or Phase I habitat) at each sampling location, based on the dominant species present. We do not require a botanical species list. Please advise in your tender submission if this is not possible.

Each visit should be completed in the daytime.

Photographs must be taken of each sampling point.

All sampling locations must be clearly mapped.

All sampling locations must have a brief written description of them to describe how the sampling point relates to the habitat requirement of the assemblage being assessed.

Record as much information as possible including the location of important or rare species and the positions of all sampling locations.

Map the approximate geographical locations, with estimated size, of all areas of the site that contain suitable habitat for each of the surveyed assemblages. Please also comment on the habitat quality.

Record the date, start, and finish times, observer name and weather conditions for each survey visit.

No visits in windy conditions (Beaufort scale greater than 5), poor visibility or if the site is subject to unusually high levels of disturbance. Visits are to be ideally taken on warm, sunny days to increase the chance of invertebrate activity.

General notes on the site should also be made and photographs should be taken.

Analysis

The full species list (from all sites) must be entered into Pantheon <https://www.brc.ac.uk/pantheon/> and analysed, to arrive at assemblage summaries. The survey results must, as a minimum, confirm (or otherwise) that the habitat-associated assemblages meet or exceed their threshold scores for Common Standards Monitoring.

Species lists for each of the 4 sites (Spurn, Humberston Dunes, Donna Nook, Saltfleet) must also be analysed on Pantheon.

Additional site considerations

Care must be taken to avoid disturbing breeding birds (e.g. little tern, ringed plover), and guidance from site managers must be followed regarding any ‘no go’ areas.

Care must be taken to avoid disturbing high tide roosts, by avoiding working 90 minutes either side of high tide near key roost sites (locations to be advised by site managers). Surveyors must keep close together, with a maximum of 2 people working in each unit each day, unless agreed otherwise with the site manager.  No persons to walk out further than the foreshore.

Tide timetables must be consulted in advance to ensure safe working and accessibility. At Spurn Peninsula there is no access in a vehicle across the 'wash over' within 90 minutes either side of high tide. Advice from site managers on safe working times must be sought and complied with.

Site based risk assessments for survey workers will be provided by the site managers where available.

Agree in advance, with the site manager, about the use of any noise generating activities (e.g. suction sampling).

Location

Sampling is to take place across 4 sites in the Humber Estuary SSSI (see maps in Appendix 2). These are representative of the best examples of sand dunes within the SSSI. At least 4 sampling locations must be selected at each site.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sites | Central grid reference | Managed by | SSSI unit numbers | Number of sampling locations at each site |
| Spurn Peninsula, East Yorkshire | TA4113812263 | Yorkshire Wildlife Trust | 164 | Minimum 4 |
| Humberston Dunes (Cleethorpes), Lincolnshire | TA3226007238 | North East Lincolnshire Council | 186,187,  189 | Minimum 4 |
| Donna Nook, Lincolnshire | TA4296900098 | Lincolnshire Wildlife Trust | 167 | Minimum 4 |
| Saltfleet, Lincolnshire | TF4453696996 | Lincolnshire Wildlife Trust | 166 | Minimum 4 |

Outputs and contract management

1. W/C 5 May 2025 – start up meeting between project officer and supplier (online)
2. Monthly updates on progress of field work from supplier to project officer.
3. W/C 15 September 2025 – project update report from supplier to confirm that field work has been completed.
4. 9 March 2026 – draft report due in digital format via email.
5. 20 March 2026 – final report due in digital format via email.

A single report (word and pdf) which will include:

Introduction, including summary of site details and a simple location map.

Write up of the methods and results, including the information obtained from the generic methodology.

Field forms showing methods used, time and date, habitat, grid refs etc for each sampling location should be included in an appendix.

List of all species (by sample site) in an Excel spreadsheet, annotated with any relevant information from the Pantheon output, e.g. conservation status. (Please see an example in Appendix 1.)

Pantheon output as an annotated species list, including all the fields produced when you ‘Analyse’ a list. (On the Results Overview page, select ‘Species list’ from the bottom left hand corner, then select ‘Download this Report’ at the bottom of the table produced. Save this as a .csv file, which can be opened in Excel.)

Results of Pantheon analysis showing: i) Tabulated scores for Specific Assemblage Types (including non-target ones) and their condition (‘ISIS Specific assemblage types’), ii) Results overview, iii) species of conservation value. (Please include screenshots from Pantheon).

Brief summary of species of conservation value and key species found at each site, with a map of key areas.

Assessment:

The assessor’s professional opinion of each site for the assemblages (both target and non-target ones), e.g. structure of the site, any negative indicators, and a view on site condition.

The assessor’s opinion on the Pantheon results.

Clear and concise recommendations for management to benefit the assemblage/s.

The assessor’s professional opinion on any potential climate change impacts on the species/assemblage.

Please ensure the SSSI unit number is noted when commenting on management and making recommendations. Whilst Natural England is following the method of Whole Feature Assessment, unit-based feedback enables us to provide detailed feedback to landowners.

Digital photographs should be included, either embedded within the report or as an appendix (if many photos are used, leading to large file sizes, e.g., >20Mb, consider placing the photos in an appendix, as a separate file).

References

Please note, all species records will also need to be input into iRecord using the Natural England Surveys activity. <https://irecord.org.uk/>

Maps

Provide x:y grid references of the sampling locations in an excel spreadsheet and in a GIS file compatible with ArcMap.

Provide maps showing the geographical location of sampling locations, and in a GIS file compatible with ArcMap.

Provide maps showing the approximate geographical area which, in the contractor’s professional opinion, is covered by each of the target assemblages’ corresponding habitat.

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

Access to land

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

References

JNCC (2008) Common Standards Monitoring Guidance for Terrestrial and Freshwater Invertebrates. <https://hub.jncc.gov.uk/assets/80873e1e-63eb-44a0-925c-b5edec5fa3fd>

C.M. Drake, D.A. Lott, K.N.A. Alexander & J. Webb (2007) Surveying terrestrial and freshwater invertebrates for conservation evaluation. Natural England Research Report NERR005. ISSN 1754-1956. <https://publications.naturalengland.org.uk/publication/36002>

Handbook for Phase I habitat survey <https://hub.jncc.gov.uk/assets/9578d07b-e018-4c66-9c1b-47110f14df2a>

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Humber Estuary SSSI citation

<https://designatedsites.naturalengland.org.uk/PDFsForWeb/Citation/2000480.pdf>

Appendix 1 – Example of data outputs

A close up of a text

AI-generated content may be incorrect.

Appendix 2 Location Maps

A map of a city

Description automatically generated

Spurn Peninsula

Humberston Dunes

Donna Nook

Saltfleet

A map of the south america

Description automatically generated

A map with red lines

Description automatically generated

A map of a city

Description automatically generated

A map of a city

AI-generated content may be incorrect.

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 11 months to end no later than 20 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 | 1 Question  Q1 (30% of technical score available) |
| Key personnel: Capacity and expertise | 2 Questions  Q2.1 (15% of technical score available)  Q2.2 (15% of technical score available) |
| Project management and quality assurance | 2 Questions  Q3.1 (10% of technical score available)  Q3.2 (10% of technical score available) |
| Management of sustainability and social value | 1 Question  Q4 (10% of technical score available) |
| Health & Safety | 1 Question  Q5 (10% of technical score available) |
| Commercial | 30% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q4 (30% of commercial score available) |

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. |
| 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 | Detailed Evaluation Criteria |
| Q1.1 Please confirm your understanding of the methodology according to this specification and ability to deliver according to this specification. | Your response should:  i)Demonstrate a clear understanding of the nature of the requirements.   ii)Provide examples of previous contracts for undertaking invertebrate surveys for site evaluations and Site Condition Monitoring on SSSI sites. |

|  |  |
| --- | --- |
| Key personnel | Detailed Evaluation Criteria |
| Q2.1 Please provide the relevant qualifications and experience of the key (named) personnel who will deliver the requirements of this project | Your response should demonstrate your team has:  Qualifications and experience to deliver the specification, evidenced by e.g. up-to-date CVs, previous invertebrate survey / contracts, technical qualifications.   Particular reference should be made to experience of undertaking invertebrate surveys of sand dunes, and identification of the key groups: Aculeates, Coleoptera, larger Diptera, day-flying Lepidoptera, Heteroptera, Orthoptera. |
| Q2.2 Please confirm your capacity for delivering the specification within the required timescales. | Your response should demonstrate your team has:  i) The capacity for undertaking the project, with a proposed outline schedule or timetable of works.  ii)Sufficient time allowed for each stage and task, in particular confirming that the survey visits can spread throughout the season as specified.  iii)Staff with appropriate level of experience and knowledge involved in each stage and task. |

|  |  |
| --- | --- |
| Project management | Detailed Evaluation Criteria |
| Q3.1 How do you intend to manage the project to identify risks and ensure that project tasks are achieved within the timescales, to a high standard, and to budget? | Your response should indicate:  i)How the project will be managed, by whom, and what measures will ensure successful delivery.  ii)Details of organisational and project management skills to deliver all aspects of the requirement in full. This must include an assessment of the risks to project delivery and mitigation (including contingency in the event of delays).  iii)Confirmation you are able to meet the required deadlines.  iv)Risks to project delivery and how you would mitigate these. |
| Q3.2 How do you intend to quality assure work undertaken as part of this project? | Your response should demonstrate:  i)Your quality assurance processes and measures.  ii)Outline what experience you have in relation to quality assurance for similar projects. |

|  |  |
| --- | --- |
| Health and safety | Detailed Evaluation Criteria |
| Q4.1 Provide a short assessment of potential health and safety risks associated with the project and how you would mitigate these. | Your response should:  Identify and describe how you will manage any health and safety issues associated with this project.  Please provide examples of the following documents as evidence of your risk management, health and safety and environmental policies and procedures:  • A field survey risk assessment  • Lone working practices  • Health and Safety policies / certificate |

|  |  |
| --- | --- |
| Sustainability and social value | Detailed Evaluation Criteria |
| Q5.1 Provide evidence that you pursue sustainability in your operations and show how these apply to this project. | Your response should:  i)Describe your approach to sustainability and how this will be managed and adopted throughout the project.  ii)Provide a copy of your environmental policy and any environmental accreditation schemes, which you have been awarded or are working towards.  iii)Provide information on travelling distances of personnel undertaking survey work. (Local suppliers will score more highly). |

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  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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_