

Request for Quotation

Delivery of tree felling operations in the Via Gellia Valley, Derbyshire

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: owen.morris@naturalengland.org.uk

Date: **31/10/2025**

Time: **16:00**

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

Owen Morris 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 | 02-10-2025 |
| Deadline for clarifications questions | 24-10-2025 |
| Deadline for receipt of Quotation | 31-10-2025 at 16:00 |
| Intended date of Contract Award | 07-11-2025 |
| Intended Contract Start Date | 17-11-2025 |
| 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):

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| --- | --- |
|  |  |
| “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) (https://www.gov.uk/government/organisations/natural-england/about/procurement)

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

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 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://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: <http://www.naturalengland.org.uk/>

Background to the Life in the Ravines Project

The five-year LIFE in the Ravines project is an exciting partnership undertaking, centred within the ravine woodlands of the Peak District Dales Special Area of Conservation (SAC). This pioneering project has received funding from the European Union’s LIFE Programme, to restore these ravine woodlands and mitigate the effects of ash dieback (ADB). Led by Natural England, the UK Government’s adviser for the natural environment in England, the project partnership comprises of Chatsworth Estate, Derbyshire Wildlife Trust, Staffordshire Wildlife Trust, the National Trust and the Peak District National Park Authority. The project is now in its final year and has planted approximately 100,000 trees to help restore the canopies of ravine woodlands affected by ash die back.

Requirement

The project is seeking a contractor to supply tree felling work in the Via Gellia valley, near Cromford, Derbyshire. The aim of the work is to thin the woodland canopy to create space for new planting. Trees to be felled will mostly be ash and sycamore and will not exceed 500mm diameter at breast height. Hazel stands will also require coppicing. It must be noted that these woodlands are on steep ground, which adds a significant challenge completing the work. However, it is not anticipated that rope access will be required. It is strongly recommended that any prospective contractors that are not familiar with the terrain should arrange a site visit with a project staff member prior to submitting a quotation.

PLEAE NOTE ALL OPERATIVES WILL BE REQUIRED TO HOLD VALID QUALIFICATIONS IN GROUND BASED CHAINSAW OPERATION (CS30/31) AND FIRST AID AT WORK + FORESTRY (FAW+F)

To be valid, chainsaw qualifications must have been achieved or refreshed within the last 5 years. First aid qualifications must have been achieved or refreshed within the last 3 years.

The work is in two separate woodlands in the Via Gellia valley: Briars Well Wood and Slinter Wood. The total area of woodland to be thinned amounts to 2.285Ha. This comprises seven hexagonal coupes, each with an area of 0.25 Ha, three half-hexagonal coupes, each with an area of 0.125Ha as well as one coupe of irregular shape with an area of 0.16Ha. The perimeters of the coupes will be marked with forestry paint. Some of the coupes are near footpaths, therefore suitable banksman arrangements will need to be made to ensure the safety of the public

Figure : Dimensions of a 0.25Ha hexagonal coupe

A hexagon with arrows and a measuring tape

AI-generated content may be incorrect.

The exact number of trees to be felled will be at the discretion of the project, however it is anticipated that the felling will result in between 50 - 70% plantable space. This will include most of the ash and sycamore <200mm dbh along with some sycamores up to 500mm dbh. Hazel stems that are casting shade over tree planting space will need felling. Care will need to be taken to avoid damaging favourable tree species, including Elm, Lime and Rowan. Further explanation of the specification can be provided by the Woodland Restoration Supervisor.

Cut material should be stacked horizontal to the slope, in as small piles as practicable and within areas which are least suitable for planting. This can be beneath retained trees with larger crowns, within 2 meters of hazel coppice, or at the edge or outside of the coupes. Stacks should aim to maximise the amount of planting ground available, by being narrow, typically no more than 2m wide and be left in a safe and stable condition. Cut material can be stacked in a longer continuous 'bund' at the bottom edge of the coupes or above crags or other sudden drops highlighted in the risk assessment. Material should not be stacked within 5 metres of a footpath. No material is to be removed from site.

Where it is safe to so and does not excessively occupy suitable planting ground, felled timber 10-20cm diameter may be left in whole length as a snedded pole, however it must also be left in a safe and stable condition e.g. pinned behind stumps to prevent sliding or rolling downhill.

Stumps should cut flat and as low as is practicable to ground level. Small diameter stumps cut at an angle with ‘spear cuts’ pose a puncture wound hazard for anyone falling on them so must be avoided!

Summary of Requirements:

Woodland thinning operations near Cromford, Derbyshire

Very steep ground

Total area to be thinned: 2.285Ha

Seven hexagonal coupes each with an area of 0.25Ha

Three half-hexagonal coupes, each with an area of 0.125Ha

One irregular shaped coupe, with a total area of 0.16Ha

Ash <200mm dbh, large, overhanging hazel, and sycamore <500mm dbh to be felled, to create between 50 - 70% plantable space within the coupe

Brash will need to be stacked, to maintain planting space on the ground

No material is to be removed from site

Some coupes are on, or near, public footpaths

**Site visit, prior to submitting quote is recommended.**

Details of site access arrangements can be provided on request

Figure : Location of Via Gellia Valley

A close-up of a map

AI-generated content may be incorrect.

Figure : Location of Briars Well Wood and Slinter Wood

A map of a trail

AI-generated content may be incorrect.

Briars Well Wood: <https://maps.app.goo.gl/ccduLWuKn3SPEawa8>

Slinter Wood: <https://maps.app.goo.gl/PdgvK2sERTLXA91U9>

Figure : Detailed View of Briars Well Wood

A map of a path

AI-generated content may be incorrect.

Figure : Detailed View of Slinter Wood

A map of a landscape

AI-generated content may be incorrect.

Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 year environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

All operations are to be compliant with the following LIFE in the Ravines biosecurity requirements. The operations on this site will be classed as a low-risk activity so require the following measures:

· Wear footwear and outerwear that can be easily kept clean.

· Clean footwear and outerwear regularly; ensure they are visually free from soil and organic debris.

· Clean vehicles regularly; do not let mud and organic debris accumulate on tyres, wheels or under wheel arches.

· Restrict the equipment taken onto a site – take only what you need for the task.

· Ensure all tools and equipment are clean, serviceable and free from organic debris.

· Do not bring foreign plant material (eg wood chip, brash) onto site as a vehicle load or unclean vehicle.

· Use of an appropriate cleaning agent is recommended i.e Cleankill.

Biodegradable chain oil must be used, in conjunction with low-emission fuel in any on-site machinery.

Outputs and Contract Management

| Deliverable | Land Area of coupe (Ha) | Responsible Party | Date of completion |
| --- | --- | --- | --- |
| Thinning of 50-70% of woodland canopy in the following coupes: |  |  |  |
| CA-11 | 0.125 | Contractor | 27.02.2026 |
| CC-11 | 0.25 | Contractor | 27.02.2026 |
| CE-11 | 0.125 | Contractor | 27.02.2026 |
| CF-11 | 0.25 | Contractor | 27.02.2026 |
| CM-18 | 0.25 | Contractor | 27.02.2026 |
| CO-18 | 0.25 | Contractor | 27.02.2026 |
| CR-19 | 0.25 | Contractor | 27.02.2026 |
| CV-17 | 0.16 | Contractor | 27.02.2026 |
| CW-17 | 0.25 | Contractor | 27.02.2026 |
| CX-18 | 0.125 | Contractor | 27.02.2026 |
| CY-18 | 0.25 | Contractor | 27.02.2026 |

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. An invoice can be submitted once all the works have been completed.

It is anticipated that this contract will be awarded for a period of 14 weeks to end no later than 27/02/2025. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

We will award this contract in line with the most advantageous tender (MAT). See award criteria:

Technical – 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 (%) | Sub-Criteria | Weighted Question |
| Technical | 70% | Staff Experience | Q1. What experience do your operatives have of felling ash trees in Ash Die Back affected woodland?  (40% of technical score)  Q2. What experience do your staff have of working in environmentally sensitive sites?  (40% of technical score) |
| Health and Safety | Q3. Provide example RAMS for performing forestry work in remote locations.  (15% of technical score)  Q4. Provide evidence of valid CS30/31 qualifications for all operatives  Q5. Provide evidence of valid FAW+F qualifications for all operatives  Q6. Provide evidence of valid SIPP accreditation with an accredited member scheme (i.e. CHAS)  Questions 4, 5 and 6 are compulsory requirements and therefore do not carry any specific weighting. However, failure to provide adequate evidence for questions 4, 5 and 6 may lead to your tender submission being discounted. |
| Sustainability | Q7. Please briefly outline how your company incorporates sustainability into its practices  (5% of technical score) |
| Commercial | 30% | Commercial Model | Q8. Please complete attached commercial response template to provide the full life cost of delivering works detailed in the specification. [(see Annex 3)](#Annex_3) (100% of commercial score) |
| Artificial Intelligence (A.I.) | 0% | Artificial Intelligence (A.I.) | Q9. Do you use Artificial Intelligence (AI) or machine learning tools, including large language models within your quote submission or service delivery processes?  (0% weighting) |

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.

|  |  |
| --- | --- |
| Staff Experience | Detailed Evaluation Criteria |
| Q1. What experience do your operatives have of felling ash trees in Ash Die Back affected woodland? | Please provide details of previous work on Ash Die Back affected trees and woodland. |
| Q2. What experience do your staff have of working in environmentally sensitive sites? | Please provide any details of work delivered on environmentally sensitive sites. For example: nature reserves, Sites of Special Scientific Interest, Special Areas of Conservation.  What actions did you take to avoid unnecessary damage to these sites? Did you have to follow any specific methodologies on these sites? |

|  |  |
| --- | --- |
| Health & Safety | Detailed Evaluation Criteria |
| Q3. Provide example RAMS for performing forestry work in remote locations. | The intended works are in relatively remote locations on steep slopes. And the nature of the work is potentially hazardous.  Please provide an example RAMS which will detail how you will mitigate the potential hazards of this work.  Aattention should also be paid to the provision of banksman when work is located near public footpaths. |
| Q4. Provide evidence of valid CS30/31 qualifications for all operatives | Copies of certificates will be required for all operatives. These should be dated no earlier than 28 February 2020 |
| Q5. Provide evidence of valid FAW+F qualifications for all operatives | Copies of certificates will be required for all operatives. These should be dated no earlier than 28 February 2022 |
| Q6. Provide evidence of valid SIPP accreditation with an accredited member scheme (i.e. CHAS) | Please provide a valid copy of certification |
| Q7. Pease briefly outline how your company incorporates sustainability into its practices | What steps are your company taking to reduce its environmental impact? |

|  |  |
| --- | --- |
| Commercial Response | Detailed Evaluation Criteria |
| Q8 | Q8. Please complete attached "commercial response-" template to provide the full life cost of delivering works detailed in the specification. [(see Annex 3)](#Annex_3) |

|  |  |
| --- | --- |
| Artificial Intelligence | Detailed Evaluation Criteria |
| Q9 | Q9. Do you use Artificial Intelligence (AI) or machine learning tools, including large language models within your quote submission or service delivery processes.? |

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 individual 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.

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 ([annex 3](#Annex_3))
* separate response submission for each technical question (in accordance with the response instructions)
* complete AI question [ ''Do you use Artificial Intelligence (AI) or machine learning tools, including large language models within your quote submission or service delivery processes.?''] response which will not be scored, is to be returned within technical response
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

Award

Once the evaluation of the Response(s) is complete suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract via a Purchase Order.

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, 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.  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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annex 3 Commercial Response- Basic

Please complete Table 1, below, to show a breakdown of your cost per product or unit of time (i.e. ‘rates’) and the number of products or days / hours for each task, and total cost for each task required to deliver this requirement. You may insert additional task lines if required.

Please state the total overall cost for this requirement. Prices should exclude VAT.

Table 1: Commercial Response (to be completed by Supplier)

|  |  |  |  |
| --- | --- | --- | --- |
| Descriptions of Tasks and / or Products | Cost per product  / or Cost per Hour / Day (i.e. rate) | No of products / Hours / Days | Total Cost per Task |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Total Costs | | | £ |
| Expenses or other costs (please detail type, e.g. travel, consumables | | | £ |
| Discounts applied (please detail) | | | £ |
| Total Overall Cost | | | £ |