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Request for quotation

2024 and 2025 Post Fishery Report of Survey of Stubborn and Ferrier Sand cockle beds, The Wash, Norfolk.

November 2025

Section 1: Request for Quotation

Reference: 2024 and 2025 Post-fishery report of Stubborn and Ferrier Sand cockle beds, The Wash, Norfolk.

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

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

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

Email:

jack.digman@naturalengland.org.uk

charlotte.moffat@naturalengland.org.uk

Date: 1st December 2025

Time: 17:30

Ensure you state the reference and 'Final Submission' in the subject field to make it clear that it is your response.

Contact details and Timeline

Jack Digman and Charlie Moffat will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email **to all named contacts** 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	10th November 2025
Deadline for clarification questions	24th November 2025
Deadline for receipt of Quotation	1st December 2025
Intended date of Contract Award	15th December 2025
Intended Contract Start Date	5th January 2026
Intended Delivery Date/ Contract Duration	9th March 2026
*It must be agreed with Natural England if these dates are to change	

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 the Department for Environment, Food and Rural Affairs acting as part of Natural England

“RFQ”

Means this Request for Quotation and all related documents published by the Authority and made available to suppliers

“Contract”

Means the contract to be entered into by the Authority and the successful supplier.

Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

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

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

Acceptance of Quotations

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

Costs

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

Self-Declaration and Mandatory Requirements

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

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

Clarifications

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

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

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

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

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the

clarification request. If not withdrawn by the supplier within 2 working days of the Authority's notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

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

Amendments

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

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

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

Conditions of Contract

The Authority's Standard Good and Services Terms & Conditions (used for purchases under £50k) can be located on the [Natural England Website](#) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

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

Prices

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

Disclosure

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

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

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

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

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

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise ("SMEs") or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

Disclaimers

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

The Authority does not:

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

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

Information Security requirements

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

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

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

Use of Artificial Intelligence

The Authority expects suppliers to declare where they have used AI software in the creation of Tender responses or intend to use AI software in the performance of the contract. How any AI software was, or will be, used should be to be declared within the technical submission part of the tender. We may require you to answer specific question/s on this topic, particularly where the Authority expects that usage is highly likely or clearly relates to the contract requirements.

Suppliers must follow any guidelines or regulations related to AI use and declarations as indicated in the [PPN 2/24 Improving Transparency of AI use in Procurement](#).

Any information, instructions, or data provided by the Authority to suppliers as part of this tender, the requirements, or contract should not be directly inserted into Generative AI software (such as Gemini, ChatGPT, or CoPilot) without prior permission, unless this information is clearly published in the public domain.

Use of any Authority confidential tender information for training AI software is prohibited. It is advised that Defra's data or instructions, or anything marked as confidential should not be directly inserted into AIs. For example, putting Authority's instruction email into Gemini, ChatGPT, or CoPilot is not recommended.

If you intend to use AI to provide goods or services to the Authority, then you are required to complete a declaration which is simply answering the question stated within the 'Information to be returned'. The answer to this question will not be used in scoring your quote.

Protection of Personal Data

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

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

- You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
- You must take reasonable steps to ensure the reliability of employees who have access to personal data.
- Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
- Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.

- You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
- On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract's expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

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

Suppliers are expected to;

- support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group's Equality & Diversity Strategy](#).
- meet the standards set out in the [Government's Supplier Code of Conduct](#)
- work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group's approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client's behalf

Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

Specification

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](#).

The Wash is one of the largest protected sites in the country, exceeding 60,000ha in area and has exceptional wildlife importance. It is the largest embayment in the UK and has the second largest expanse of mud and sandflats after Morecambe Bay. It has the largest colony of common seal in England and is by far the most important estuary for wintering water birds in the UK – supporting over 300,000 birds. This importance is recognised and protected through its designation within The Wash and North Norfolk Coast Special Area of Conservation (SAC) and as a Special Protection Area (SPA), Ramsar Site, National Nature Reserve (NNR) and Site of Special Scientific Interest (SSSI).

This contract is for a post-fishery report of the shellfish fisheries on Stubbourn and Ferrier Sand in the eastern Wash for both the 2024 and 2025 fisheries separately. These communities are key attributes of the intertidal flats interest feature of The Wash and North Norfolk Coast SAC which are important feeding habitats for bird species, including oystercatcher and knot, protected under The Wash SPA. The beds are located within Le Strange Estate private fishery on the eastern side of The Wash. The cockle and mussel beds cover an area of approximately 1,000ha and 15ha respectively.

A pre-fishery survey assessed the state of the cockle beds, identified areas suitable for fishing, and informed calculations for the Total Allowable Catch (TAC). The fishing season has now ended. The post-fishery report will report on fishing statistics (landings and effort) and how the fishery has performed in regard to the Fisheries Management Plan (FMP). The reports require data from both the pre-fisheries report in addition to data and information collected from the fishery tenants during the fishing season.

Please note, this is a ‘Commercial in Confidence’ report - Therefore details and results of this report must not be shared externally.

It is anticipated that this contract will be awarded for a period of 2 months, but there is some flexibility in timelines. 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 advance of any work commencing and may be subject to further competition.

A. Cockle Post-fishery report

Objectives

To produce two separate post-fishery reports for the 2024 and 2025 cockle fishery operated by the Le Strange estate; reporting fishing statistics (landings and effort) and how the fishery has performed in regard to the Fisheries Management Plan (FMP).

For both years, the contractor will use data provided in the pre-fishery survey report, and collect data directly from Le Strange fishers, to calculate:

- Number of days and dates each vessel fished for;
- Total cockle and adult cockle biomass within the fished area (including both shell weight and meat yield);
- Total area fished;
- Total cockle biomass in the fished area;
- Total adult biomass in the fished area;
- Area fished meeting fisheries management principle criteria (to be shared with successful contractor);
- What percentage of TAC was taken;
- Area of each sediment type fished;
- Percentage of total fishing ground fished.

Fishing effort, footprint (area) of the fishery impacted, and sediment types need to be used to summarise the fishing pressure of the Le Strange fishery in terms of the European Marine Sites (EMS) conservation objectives, including food resource requirements for wading birds. This analysis should be placed in context, by comparing findings against previous post-fishery reports.

The final reports should be completed by March 2026, unless otherwise agreed between the supplier and the authority.

Method

A detailed method will be provided to the successful contractor titled 'Le Strange post-fishery report method'.

Pre-fishery data and reports will be provided by Natural England. This includes:

- Thiessen polygons of each sample station with associated cockle density (juvenile and adult), polygon area and sediment type;
- Total biomass and abundance for each station and the whole of the Le Strange fishery;
- TAC

Post-fishery data will be obtained by the contractor, by liaising with Le Strange fishers following the fishing season. This includes:

- Dates fished, number and names of boats fishing;
- Daily fishing tracks from the boat plotter;
- Sales receipts for kg of cockles (meat landed); and
- Aggregate meat yield estimates (individuals per kg).
- Any additional information relevant to the fishery season*

*Conversations will need to be had with the Le Strange fishers, in order to discuss and collect this data (i.e. transfer plotter data in the correct format so that the contractor can produce maps). Contractors will also need to talk to the fishers to understand details of the year's fishery including any in year variations, such as any issues/ concerns/ changes that occurred during the fishery e.g. temporary closures, or any external factors that influenced the fishery.

Additionally, the 2023 post-fishery report will be provided by Natural England. This can be used as a form of template, the successful supplier will follow the format of the report so that the report is easily comparable to previous years reports. However, if improvements are identified for the report please discuss with Natural England staff to agree any changes.

Risk Assessments and Health and Safety Plans

The contractor is responsible for health and safety matters relating to this contract and accepts all associated liability. A risk assessment and health and safety protocol for any work, including working in/near water and related to the coronavirus pandemic, should be included. All risk assessments for mini tenders need to be seen and signed off by the project leads (ideally when presented with the project plan), as part of the contract management process.

Outputs

Two separate post-fishery reports should be produced for both the 2024 and 2025 cockle fishery, following the structure outlined in the 'Le Strange post- fishery report method'. The main outputs are listed below.

Cockle Post Fishery Report:

GIS data calculation

Using the fished area shapefile and Thiessen polygons for each station to calculate:

- Total cockle biomass in the fished area;
- Total adult cockle biomass in the fished area;
- Area fished meeting fisheries management principle criteria (to be shared with successful contractor);
- Area of each sediment type fished; and
- Percentage of total fishing ground fished.
- GIS files of data manipulation to be shared with NE.

Le Strange cockle fishery summary

The first part of the results section should provide a summary of the cockle fishing season.

Information should include the following:

- Number of days and dates each vessel fished for;
- Total cockle and adult cockle biomass within the fished area (including both shell weight and meat yield);
- Total area fished;
- Total cockle biomass in the fished area;
- Total adult biomass in the fished area;
- Area fished meeting fisheries management principle criteria (to be shared with successful contractor)
- Area of each sediment type fished;
- Percentage of total fishing ground fished;
- Detail of any unusual mortality observed; and
- Detail of any fishery enhancement activity performed (e.g. thinning), including location of activity.
- Summary of key aspects of the fishery as informed by fishers e.g. temporary closures, or any external factors that influenced the fishery (conversations with the fishery tenants can be via phone and emails)

Cockle biomass and meat yield

- To be calculated using the equations provided in the provided 'Le Strange post-fishery report method'.

Area fished

This should be presented visually in GIS within the post-fisheries report with three figures which show:

- Fishing tracks from the boat plotter in relation to the cockle survey sampling points (i.e. Thiessen polygons);
- Total footprint of the fishing tracks in relation to the cockle survey sampling points (i.e. Thiessen polygons).

- Fishing tracks from the boat plotter in relation to the sites that meet both fishery management plan criteria (to be disclosed upon contract award).

The following information should be calculated using the equations provided in the 'Le Strange post-fishery report method'.

- Estimated total cockle biomass within the fished polygon;
- Estimated adult cockle biomass within the fished polygon;
- Area and % of stations fished which met the fishery measure 1 (to be disclosed at contract award)
- Area and % of stations fished which met the fishery measure 2 (to be disclosed at contract award)
- Area and % of stations fished which met both criteria.

All of this information should then be summarised in a table, using the headings shown below.

Station	Sediment type	Area (ha) (original polygon size)	Biomass total (tonnes/hectare)	Biomass ≥ 14 mm (tonnes/hectare)	Area and % of stations fished which met the fishery measure 1	Area and % of stations fished which met the fishery measure 2	Area and % of stations fished which met both criteria	Area Fished (ha) Polygon after clipping by fishing	Percentage of polygon fished	Estimated Biomass within fished area (tonnes)	Estimated >14 mm biomass within fished area (tonnes)
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Total allowable catch and sustainability

Give a brief summary of the landings across vessels and what this equates to as a percentage in relation to total adult cockle biomass and TAC which was calculated previously in the cockle survey report. Equations are provided in the method to be provided. This section should also outline the measures that the fishers have taken to provide greater resilience and sustainability to the cockle stocks.

Fishery pressures

- Sediment: calculate the area of each sediment type fished, and present in a table using the headings shown below:

Sediment type	Total area in Le Strange fishery (ha)	Area of bed fished (ha)	Percentage of sediment type fished	Percentage of fishing taking place in sediment type
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- Bird food resources: determine the weight of cockles that were unfished across the fishery, and use the equations provided in the method (to be provided) to determine the number of oystercatchers the remaining cockle stock can support.

Conservation Objectives

Assess whether the fishery has impacted the conservation objectives of the site, relating to features and sub-features designated under:

- The Wash and North Norfolk Coast Special Area of Conservation (SAC)
- The Wash Special Protection Area (SPA)
- Greater Wash Special Protection Area (SPA)
- The Wash Ramsar Wetland

Present the findings in a table, similar to the headings presented below.

Designated feature/sub-feature	Possible effect on conservation objective attribute(s) from this activity	Management measures taken to mitigate pressure	Can significant effect be ruled out? (Y/N)
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Discussion

The discussion should provide an overall summary of the results section and cover the following headings:

- Le Strange Cockle Fishery and Sustainability;
- Fishing Pressures;
- Performance of fishery against Fishery Principles;
- Potential Impacts for Conservation Objectives; and
- Recommendations for future fisheries management.

Reporting – GI Data specifications

Data must be interpreted, analysed and presented in light of the overarching hypotheses stated above. Contractors should pay particular consideration to the data and GIS required formats for information compatibility including MEDIN metadata standards:

- All GIS datasets need to be provided in ESRI ArcGIS format compatible with ArcGIS 10.2.2 and have attached metadata.
- All GIS files containing habitat data for each individual survey need to be produced to the MESH translated habitat Data Exchange Format (DEF) to the most detailed EUNIS habitat level possible. MNCR (v15.03) data should be added to the ORIG_HAB column. The GUI provided by Natural England for each survey will be used, and as much information as

possible (e.g. survey name, originally assigned feature/habitat name etc.) from the original dataset, as well as any documentation provided (where available) should be included in the resulting datasets to maintain a useful audit trail. As specified in the MESH DEF, data files must be provided as ESRI Shapefiles using geographic coordinates (lat/long) and the WGS84 datum. If the datasets supplied are in other projections, transformation using the appropriate petroleum (EPSG) transformation should be carried out as part of the data formatting procedure.

- If not included in the GIS data layers listed above all sampling locations, vessels tracks, and links to data obtained should also be included as a single GI layer.
- Natural England endorses the MEDIN initiative. Any data gathered/derived as part of this project must be submitted to Natural England in a way which expedites the MEDIN data archiving process through Data Archive Centres (DACs) with metadata meeting the MEDIN metadata discovery standard (MEDIN discovery metadata standard). A MEDIN compliant metadata XML file must be provided for each survey. Natural England will supply the 'MEDIN guidance for contractors' document to successful contractors at the mini-tender stage.
- Copies of the original data spreadsheets or databases are to be provided in the appropriate Microsoft Office format.

As this survey is classed as 'Commercial in Confidence', data must NOT be entered on to Marine Recorder.

Section 3: Timeline for project delivery:

Natural England will provide all pre-fishery data upon award of the contract.

The draft reports should be provided to Natural England for comment by March. The final reports should be completed by 9th March 2026. There is scope to discuss these timelines.

Any delays to this timeline should be discussed with Jack Digman and/or Charlie Moffat.

Other information

All data is commercial in confidence. The outputs of this report are the property of Natural England and are not to be shared with any other person or organisation.

Please quote for the 2024 and 2025 reports separately

Information provided to winning contractor:

- 'Le Strange post-fishery report method' (full report will be provided to the winning contractor).
- Details of the fishery measures
- APEM (2025) Stubborn and Ferrier Sands Cockle Bed Pre-Fishery Survey report
- Ocean Ecology (2024) Stubborn and Ferrier Sands Cockle Bed Pre-Fishery Survey report

- 2024 and 2025 GIS layers/raw data of pre-fishery survey areas
- 2023 Post-Fishery Report – to compare findings and use as a template, to provide consistency between reports.

Please see the following site for information on how to acquire GI information:

<https://www.gov.uk/how-to-access-natural-englands-maps-and-data>

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.

It is anticipated that this contract will be awarded for a period of 8 weeks from January 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 advance of any work commencing and may be subject to further competition.

Invoices can be sent after each final report and all relevant work is complete, received and approved by Natural England.

Contact by email and phone will be expected from the consultant to update NE project manager on project schedules, plans and any issues that may arise and a meeting to discuss the final report.

The intellectual property rights and copyright for all products (including data and photographs) will lie with Natural England.

Evaluation Methodology

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

Evaluation Criteria Weighting:

Criteria	Weighting	Score
Availability/ capacity		Pass/Fail
Commercial	30%	Ranked in cost order
Technical criteria below for 70%		
Quality of proposal: based on a clear, detailed and well presented project plan.	50%	Using scoring criteria set out below and questions in Appendix 1A
Proposed schedule of work, stating the timescales you will be able to execute and deliver the products specified above		

Please provide evidence of the quality assurance methods and metrics	20%	Using scoring criteria set out below and questions in Appendix 1A
Please provide evidence of relevant experience, including work including CVs of key personnel	20%	Using scoring criteria set out below and questions in Appendix 1A
The ability of the report to be compared to previous years post-fisheries reports and to be useable for other applications.	10%	Using scoring criteria set out below and questions in Appendix 1A

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.

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.

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

Award

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

This contract shall be managed on behalf of the Authority by:

Jack Digman

Jack.digman@naturalengland.org.uk

And

Charlie Moffat

charlotte.moffat@naturalengland.org.uk

APPENDICES

Appendix 1: INFORMATION TO BE COMPLETED BY TENDERER

Quotes will be evaluated for both technical and commercial merit using the evaluation criteria below to determine which quote is the most economically advantageous.

APPENDIX 1A.

TECHNICAL QUESTIONS – weighting 70%

Cockle post-fishery report

- 1. Please supply a proposed schedule of work, stating the timescales you will be able to execute and deliver the products specified above. See section 3 Timeline for project delivery – Pass/Fail**

- 2. Quality of proposal: Present a clear, detailed and well-presented project plan, including a proposed schedule of work, stating the timescales you will be able to execute and deliver the products specified above - 50%.**

- 3. Please provide evidence of the quality assurance methods and metrics - 20%**

- 4. Please provide evidence of relevant experience, including work including CVs of key personnel - 20%**

5. Provide a statement on how you intend to make the report comparable to previous years post-fisheries reports and to be useable for other applications – 10%

APPENDIX 1B: COSTINGS – PLEASE COMPLETE AND RETURN WITH YOUR BID.

COMMERCIAL QUESTIONS – **Weighting 30%**

Please complete one of the attached commercial response templates exclusive of VAT.

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)
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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	(Yes / No)

	of tax or social security contributions?	
2.1(e)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Part 2.2 Grounds for discretionary exclusion

Question no.	Question	Response
2.2(a)	The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation	
2.2(b)	Breach of environmental obligations?	(Yes / No) If yes please provide details at 2.2 (f)
2.2(c)	Breach of social obligations?	(Yes / No) If yes please provide details at 2.2 (f)
2.2(d)	Breach of labour law obligations?	(Yes / No) If yes please provide details at 2.2 (f)
2.2(e)	Shown significant or persistent deficiencies in the performance of a 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 _____