



Department
for Environment
Food & Rural Affairs

Bidder Pack

Procurement Specific Requirements

**Peatland Restoration Standard and Technical
Guidelines for England and Wales**

Tender Reference ITT C28820

April 2025

Version Date: October 2024

Section 1: The Invitation

This procurement is being carried out by Defra group Commercial in accordance with the R&D Open Competition Procedure as set out in the Procurement Act 2023 and associated regulations on behalf of Core Defra.

The Bidder Pack comes in **two** parts:

The **first part, The Core Requirements**, provides details of the General Requirements, Government Transparency Agenda and Government Priorities.

The **second part, The Procurement Specific Requirements**, provides details of the Specification Requirements, Terms and Conditions of Contract, Evaluation Methodology, Procurement Timetable and Definitions.

The tendering process seeks to determine the Most Economically Advantageous Tender (MEAT). The Authority will evaluate the Tenders using the tender evaluation criteria and weightings listed in Section 4, Evaluation Methodology.

Introduction to Defra

About us

Defra are responsible for improving and protecting the environment. We aim to grow a green economy and sustain thriving rural communities. We also support our world-leading food, farming and fishing industries.

Further information on our responsibilities and how we are structured can be found on our website.

[Department for Environment, Food & Rural Affairs - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Priority outcomes

- Improve the environment through cleaner air and water, minimised waste, and thriving plant and terrestrial and marine wildlife
- Reduce greenhouse gas emissions and increase carbon storage in the agricultural, waste, peat and tree planting sectors to help deliver net zero
- Reduce the likelihood and impact of flooding and coastal erosion on people, businesses, communities and the environment
- Increase the sustainability, productivity and resilience of the agriculture, fishing, food and drink sectors, enhance biosecurity at the border and raise animal welfare standards
- The Secretary of State's (SoS) priorities is also to ensure for nature's recovery

Read our [Outcome Delivery Plan](#) to find out more about how we will deliver our outcomes and measure success.

What do we need from our suppliers?

How you prepare and present your tender proposal can be a crucial factor in securing a contract. You should:

- Read the invitation to tender (ITT) properly – understand fully what is being asked of you
- Respond in the required format – follow the layout requested, keep to the order for documents if one is given, send it to the person named and get the address right
- Give full answers – this is your only chance, so give solutions and answer the whole question, but be concise
- Be upfront – our ITT will be as honest about the requirement as possible
- Plan ahead and ask for clarifications to ensure you meet the deadline, as well as submitting quality responses

Sustainable procurement

Defra is committed to procuring sustainably in accordance with the following policy statements and commitments:

[Defra's sustainable procurement policy statement](#)

[Defra's ethical procurement policy statement](#)

[Greening government commitments](#)

To support its aims Defra seeks to minimise its own environmental impact. We aim to incorporate sustainable development into our thinking and our actions.

Government sustainability requirements

Suppliers should consider social, economic and environmental aspects of sustainability with reference to the standards listed below.

The government's commitments for 2010 to 2015 to reduce greenhouse gas emissions, reduce waste, reduce water usage and procure more sustainably are set out in [Greening Government Commitments: Operations and Procurement](#)

The minimum level [government buying standards](#) are mandatory in central government. There are also voluntary, higher level best practice and class leader standards:

Defra is working to align the government buying standards with the EU's [Green Public Procurement \(GPP\) standards](#) so that they are at least as good, if not better.

These budgets set the course for achieving the government's 2050 [target of an 80% reduction in carbon emissions by 2050](#)

This scheme operates a 'cap and trade' mechanism, providing a financial incentive to reduce energy use in large organisations by putting a price on carbon emissions. In CRC, organisations buy allowances equal to their annual emissions: [CRC Energy Efficiency Scheme](#)

The EU's [Energy Performance of Buildings Directive](#) requires energy certificates for buildings on construction, sale and lease and large public sector buildings to display energy certificates to the public.

The [Building Research Establishment's Environmental Assessment Method \(BREEAM\)](#) measures best practice in environmental design and management. Public sector bodies must achieve a rating of 'excellent' in new builds and at least 'very good' in major refurbishments.

Further information

For further information and to see our commitments to Diversity & Equality, please visit:

Diversity and Equality: <https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

Also, are you up to date on environmental legislation? See links below for further information:

Waste and Environmental Impact: <http://www.gov.uk/browse/business/waste-environment>

Environmental Regulations:

<http://www.gov.uk/browse/business/waste-environment/environmental-regulations>

Procurement Tender Process

The procurement tender timetable below is subject to change from time to time as notified by the Authority. All Tenderers will be informed via the Authority's eSourcing System.

<https://defra-family.force.com/s/Welcome>

Procurement Activity	Anticipated Date
Complete Procurement Strategy	25 th April 2025
Procurement Strategy Approval	16 th April 2025
Specification, pricing, questions, and evaluation criteria finalised	18 th April 2025
Finalise Contracts Finder Notice and Bidder Pack (ITT)	23 rd April 2025

Publish Contracts Finder Notice and Bidder Pack	28 th April 2025	
Clarification deadline	Date	Time
	20/05/2025	14:00 GMT
Bidder Pack / ITT response date	Date	Time
	27/05/2025	12:00 GMT
Compliance Checks	27/05/2025	
Evaluation	27/05/2025 – 04/06/2025	
Moderation Meeting	05/06/2025	
Produce Contract Award Report and Draft Letters	13/06/2025	
Approval of Contract Award Report	13/06/2025	
Issue Notification of Intention to Award letters	13/06/2025	
Standstill Period Start and End Date (8 Days)	13/06/2025 – 21/06/2025 Midnight	
Self-Declaration Due Diligence	TBC	
Finalise Contract and obtain approvals (if required)	23/06/2025	
Contract award / contract issued	23/06/2025	
Contract Start Date	23/06/2025	
Publish Contract Award Notice and Redacted Contract	23/06/2025	
Handover	23/06/2025	
Service Commencement Date	23/06/2025	
Contract End Date	23/06/2027	

All timescales are set using a 24-hour clock and when referring to “days” it means calendar days unless otherwise specified (for example, working days).

Variant Tenders

The Authority shall not accept variant Tenders.

For the avoidance of doubt, if the Authority has reserved a right to waive a requirement in this Bidder Pack and chooses to exercise such discretion, the Tender will not be considered a variant Tender.

Abnormally Low Tenders or Pricing Anomalies

If the Authority considers your Tender to appear abnormally low, an initial assessment will be undertaken using a comparative analysis of the pricing proposals received from all Tenderers [and

the Authority's valuation of the procurement]. If that assessment indicates that your Tender is abnormally low the Authority will request a written explanation of your Tender, or of those parts of your Tender which the Authority considers contribute to your Tender being abnormally low. The Authority reserves the right to reject your Tender if the response does not satisfactorily account for the low level of price or costs proposed.

The assessment of abnormally low prices will be undertaken strictly in accordance with Section 19 of the Procurement Act, which outlines how abnormally low prices must be assessed and the circumstances in which the contracting authority can reject the tender.

Pricing Anomalies

If in the opinion of the Authority your Tender contains any pricing anomalies (for example apparent discrepancies between the financial submission and other parts of your response) the Authority may seek clarification. If the clarification response indicates that the pricing anomaly was the result of a clear and obvious error, in the interest of fairness the resulting change will be taken into consideration. If the clarification response results in a change to the initial tendered Commercial Response and price, it will not be taken into account.

Section 2: The Specification of Requirements

The Authority's Priorities

Peatlands are the world's largest terrestrial carbon store. When in good condition, these habitats store carbon, as well as providing other ecosystem services. But degraded peatlands are a source of carbon emissions, in the UK this is in the region of 15 MtCO₂e each year (2022). Peatlands support a unique but threatened biodiversity, with only peatlands in good or recovering condition supporting the full range of typical peatland species. The restoration of peatland habitats is therefore critical for achieving net zero commitments in and for meeting statutory targets around biodiversity and habitat.

This research project seeks to expand our evidence base when considering 'what good looks like' for peatland restoration projects. These findings will be used to test and develop a peatland restoration standard (what works, and what we should be aiming for in terms of restoration outcomes) alongside new technical guidelines for the sector. The aim of this project is to improve the standard, efficiency and effectiveness of outcomes, encourage new entrants to the sector, and validate the robustness of restoration projects.

Due to the range of skills required for this project we consider it could be well suited to a consortium.

Overview of Requirement

Introduction

Peatlands are the world's largest terrestrial carbon store. When in good condition, these habitats store carbon, as well as providing other ecosystem services. But degraded peatlands are a source of carbon emissions, in the UK this is in the region of 15 MtCO₂e each year. Peatlands support a unique but threatened biodiversity. Only peatlands in good or recovering condition supporting the full range of typical peatland species, but 87% of England's peatlands are degraded or damaged. The restoration of peatland habitats is therefore critical for achieving net zero commitments and for meeting statutory targets around biodiversity and habitat.

This research project seeks to expand our evidence base concerning 'what good looks like' for peatland restoration projects. These findings will be used to test and develop a peatland restoration standard ('what works', and what should we be aiming for in terms of restoration outcomes) alongside new technical guidelines for the sector. The aim of this project is to improve the standard, efficiency and effectiveness of outcomes, encourage new entrants to the sector by providing clear guidelines, and validate the robustness of restoration projects.

Policy context

England

Peatland restoration has been carried out in England since the 1980s. Projects have largely been led by the conservation sector and local partnerships, supported by Natural England, the Environment Agency, and other organisations. In 2020 Defra launched a significant programme of investment in peatland restoration, through the Nature for Climate Peatland Grant Scheme (NGPGS). This is predicted to restore 30,000 ha of degraded peatland by March 2026.

The Government is committed to peatland restoration and pledged in its manifesto to expand nature-rich habitats, including wetlands and peat bogs. When the NCPGS ends, funding for peatland restoration will continue through Environmental Land Management schemes such as Landscape Recovery and Countryside Stewardship, as well as other schemes like the National Heritage Lottery Fund. Delivery of restoration needs to accelerate significantly throughout the next parliament in order to meet statutory government targets.

Wales

There is a long-history of peatland restoration in Wales, commencing with work focussed on the National Nature Reserve series and SSSI before accelerating into the new millennium with EU-LIFE and other external funding. In 2020 Welsh Government funded Natural Resources Wales to develop and deliver the National Peatland Action Programme (NPAP) which met its 2025 3,000 ha delivery target a year early. The programme operates a blended model of delivery incorporating direct restoration work with a strong focus on afforested peatlands on the Welsh Government Woodland Estate, together with grant-aid and section 16 management agreement support for partners.

Looking to the future, Welsh Governments Climate Adaptation Strategy for Wales (2024) includes commitments to increase the annual rate of restoration to deliver 1,800ha of peatland restoration per annum in Wales by 2030, and to restore c.45,000ha of peatland by 2050.

Aim

Governments need to deliver more high quality peatland restoration projects through a range of funding mechanisms in order to meet Net Zero targets, but we currently face challenges here:

- Demand for restoration is currently outstripping the supply of equipment, skilled contractors, and practitioners. Research commissioned by Defra¹ identified a lack of an industry standard for peatland restoration as a barrier to the growth of the sector.
- Private finance, including carbon finance, has an important role in enabling high ambition peatland restoration projects. But the interim process evaluation of the Nature for Climate

¹ [Peatland Sector Capacity Research - NR2005](#)

Peatland Grant scheme² found that securing private ‘match’ funding presented a challenge to most grant scheme applicants.

- There are a range of guidance documents available for practitioners and contractors carrying out peatland restoration. However, some of these are specific to particular peatland types, and some have not been updated to keep up with the fast moving field of peatland restoration. In addition, there are communities of practice, and emergent techniques, which have not been formalised and made widely available to the sector. Other guidance documents, like NCPGS guidance for grant holders, is not publicly available at present.
- After the NCPGS ends, peatland restoration delivery will be carried out through a range of different schemes. Without a unified overarching standard, there is a risk of divergent or inappropriate practice, and that projects may not be optimised for outcomes such as emissions reduction and biodiversity improvement.

In order to overcome these challenges we need to develop new tools for the sector in the form of a peatland restoration standard and technical guidelines.

New technical guidelines will update and bring together restoration guidance in one place, helping improve the consistency, quality and efficacy of peatland restoration outcomes (for example, by helping practitioners deploy new proven techniques). Practitioners and contractors have refined and improved restoration techniques since NCPGS and other strategic grant schemes launched; incorporating this knowledge into unified guidance will prevent others from ‘reinventing the wheel’. Transmitting best practice more widely will encourage new entrants and help grow the sector.

A peatland restoration standard would manage risks around divergent practice, promote best practice and could potentially over time act as a requirement for Government funding. This will increase confidence in peatland restoration projects and has the potential to increase private investment. Standards could provide confidence to investors that peatland restoration projects will deliver expected benefits.

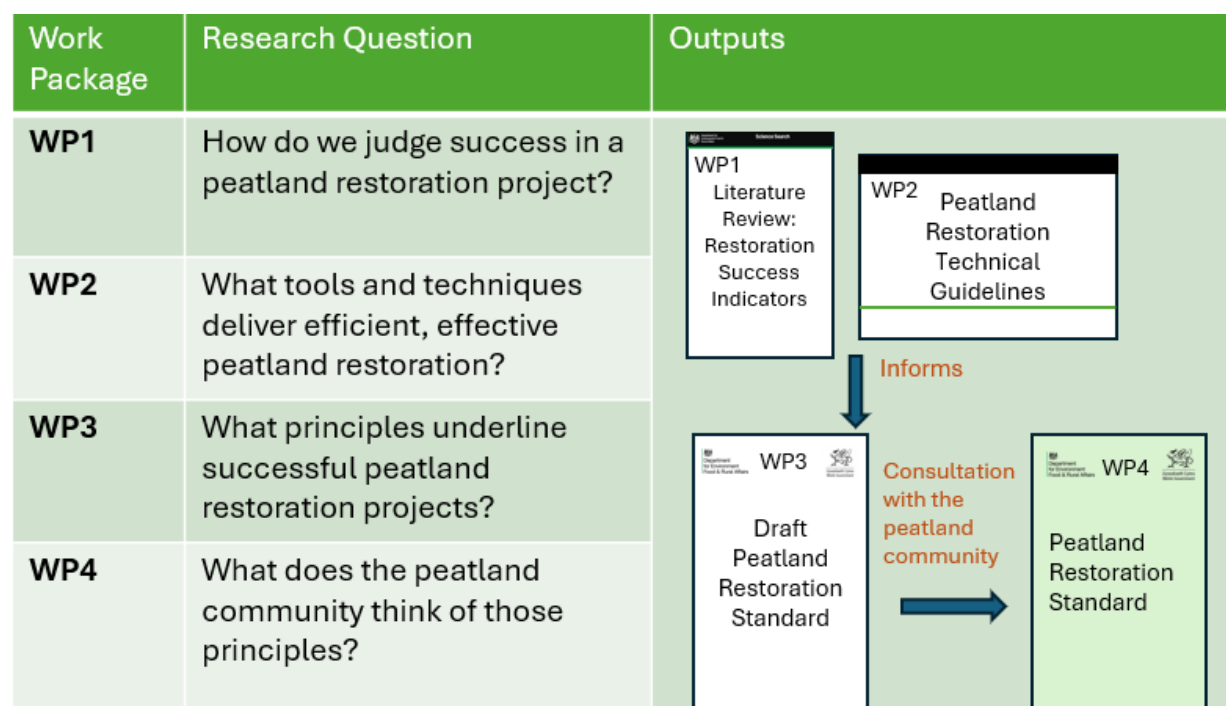
Before these tools can be developed, we need to fill key knowledge gaps around restoration success indicators through an evidence review. Delivery of NCPGS, and related research linked to Natural England’s Restoration Roadmap has created new knowledge around restoration processes and methodologies which needs to be explored as part of this review.

The experience in Wales has been similar, with an ambitious annual programme of restoration since 2020 which is set to expand to ultimately deliver 1,800 ha per year. This marks a significant uplift in restoration delivery which will still need to be delivered to a high standard in order to achieve the required benefits across the nature recovery and climate change mitigation and adaptation policy areas.

² [Nature for Climate Peatland Grant Scheme Process Evaluation - NECR546](#)

Tasks to meet the aim

This project is divided into four work packages as follows:



WP1 – Evidence review on restoration success indicators

- Review scientific literature regarding peatland restoration success indicators, including grey literature material but also peer-reviewed reports and journal papers. This should focus on evidence relevant to temperate zone peatlands in the northern hemisphere³, but can be global in scope.
- The review must span the main ecological elements of the peatland resource in England and Wales, namely rain-fed bog (blanket and lowland raised) through to minerotrophic acidic and rich fens as well as more heavily modified peatlands.
- Engage with Defra group and Natural Resources Wales' research and thinking on restoration success, reviewing outputs and findings
- Carry out additional engagement with the peatland community if appropriate.
- This review must look to answer the following research questions:
 1. What constitutes 'success' in a peatland restoration project? In answering this question the review must consider:
 - restoration at the site and landscape scale
 - restoration at different time scales
 - success in relation to project and programme objectives, e.g. biodiversity recovery, climate change mitigation/adaptation and the delivery of natural flood risk management benefits.

³ Studies should ideally come from the same Köppen–Geiger climate class as the UK

2. Is it possible to define metrics which characterise restoration benefit across key outcome types⁴?
 3. Can success be quantified objectively as key stages along a recovery trajectory?
- The review must consider the strength of the evidence base and indicate the need for any new research.
 - Produce a detailed report of findings.

WP2 – Peatland Restoration Technical Guidelines

- This work package must look to answer the following research question: '*What tools and techniques deliver efficient, effective and durable peatland restoration outcomes?*'.
- Review existing technical guidance for peatland restoration, considering its relevance to the current English and Welsh restoration landscape. This will include.
 - Conserving Bogs: The Management Handbook,
 - The Fen Management Handbook,
 - NCPGS applicant guidance,
 - Decision support tool for peatland protection and establishment of new woodland.
 - The Peatland Code
- Carry out structured engagement with the sector (contractors, practitioners, funders, regulatory teams, consultants and advisers) to formalise emergent best practice for carrying out peatland restoration.
- Test emergent practice with a Technical Advisory Group to identify supported and robust techniques.
- Produce new Technical Guidelines, bringing together existing resources to create an accessible 'one stop shop' for practitioners and contractors. This must include detailed guidance on the advantages, risks and limitations of different restoration techniques. This could include, but not be limited to, guidance for each stage of the peatland restoration process, as follows:
 1. Site selection
 2. Landowner engagement
 3. Restoration design
 4. Survey protocol and data collection guidance (for peat depth, condition, hydrology and vegetation)
 5. Peatland mapping and use of software
 6. Setting objectives for restoration outcomes
 7. Permissions and licensing for peatland restoration
 8. Standard specifications and framework contracts
 9. Peatland restoration techniques (upland, lowland and forest to bog) to include techniques for
 - a. Restoration management of hydrology
 - b. Vegetation management

⁴ Namely reducing greenhouse gas emissions, restoring biodiversity, enhancing ecosystem resilience, natural flood-risk management, increased resilience to fire, preservation of heritage sites, connecting people with nature and improvements to water quality.

- c. Vegetation reestablishment
- 10. Project management for peatland restoration
- 11. Monitoring progress towards restoration outcomes
- 12. Ongoing management and maintenance of restoration sites

WP3 – Draft Peatland Restoration Standard

- Using findings from WP1, develop a set of principles that successful projects adhere to in order to maximise benefits of restoration across each of the main outcome types.
- Consideration could be given to the following options when researching and developing the principles
 - Engagement with NCPGS projects and review of NCPGS data (including the scheme evaluation report) to establish what has worked in terms of restoration approaches
 - Interviews with NCPGS grant holders and others in the sector
 - Review of previous Natural England, Environment Agency and Natural Resources Wales led research into restoration techniques, principles, or approaches
- Develop and draft a peatland restoration standard which expands on these principles in the context of different subject areas, each presented as different chapters of the standard. These chapters must include (but not be limited) to:
 - General peatland restoration practice (including defining the scale and boundary of restoration sites).
 - Biodiversity and ecosystem resilience
 - Climate change adaptation and resilience
 - Grazing and land management
 - Community involvement
 - Historic environment
 - Trees and peat (including wet woodland)
 - Water environment; including water management, water quality and flood risk management

WP4 – Consultation on the peatland restoration standard

- Using the draft peatland restoration standard as a basis for discussion, carry out a consultation with the peatland community on the principles.
- Lead structured engagement with the sector to gather feedback on the draft standard
- Incorporate suggestions and feedback into the product to produce a final peatland restoration standard, for final clearance by the project steering group.
- Produce a note setting out the likely timescales for reviewing and updating the technical guidelines and peatland standard.

Deliverables / Outputs

WP1 – Evidence review on restoration success indicators

- Detailed literature review setting out findings, including case studies from successful peatland restoration projects

WP2 – Peatland Restoration Technical Guidelines

- Draft peatland restoration technical guidelines – an accessible resource that can be published online, with detailed diagrams and a glossary.
- A webinar setting out key messages from guidelines aimed at new entrants to the sector, to be made available as permanent resource.
- Report setting out methodology

WP3 – Draft Peatland Restoration Standard

- Draft peatland restoration standard
- Report setting out methodology

WP4 – Final Peatland Restoration Standard

- Peatland Restoration standard
- Final Project Report
- A final project knowledge exchange pack (4/5 slides plus a 1–2-page executive summary) suitable for the intelligent non-scientist, including at least 1 infographic.
- Webinar on the principles of the peatland restoration standard, aimed at technical staff in Natural England, the Environment Agency and Natural Resources Wales.

For each work package, the contractor must provide a knowledge exchange pack as follows:

- A 200-word summary suitable for the intelligent non-scientist
- A presentation of key findings to relevant Defra / Welsh Government policy and evidence officials.

Impact

This research and development aims to increase the amount and quality of peatland restoration carried out, which is a public good providing climate change mitigation and adaptation, nature recovery and flood risk amelioration.

This research will allow us to learn lessons from the significant amounts of peatland restoration Governments have funded. We consider that the tools developed will lead to more efficient, effective and consistent restoration. As well as the following:

- More knowledge sharing about restoration techniques will help encourage new entrants to the sector (contractors and practitioners).
- Greater confidence in the sector by providing a benchmark and consistent approach for restoration, promoting unity of purpose.
- Demonstrate to the peatland community that learning has taken place from other projects and is being used to move the sector forwards.
- Reduce unsuccessful or underperforming restoration activity by providing an improved evidence base for intervention choices.
- Improve confidence in carbon credits for peatlands where projects adhere to the standard.

Dissemination of outputs

The report on restoration success indicators will be published on Science Search.

The technical guidelines will be published on a Defra/Natural England peatland restoration website.

The draft standard will form a consultation document which will be shared with the sector, their feedback will shape it. The contractor will then work with Defra to produce a finalised standard, which will be made freely available to the public. The final report for the entire project will be made available on Science Search, and this will include the methodology report from WP2 and WP3.

In Wales outputs will be disseminated through the existing practitioners' forums established by the National Peatland Action Programme and also the Wales Peatland Evidence Forum. Digital outputs will be sign-posted from the Peatland Programme webpage

Proposed methods

- Systematic review and critical appraisal of evidence on restoration success indicators
- Qualitative review of restoration methods
- Structured engagement with the peatland community

Expertise required

Due to the range of skills required for this project we consider it would be well suited to a **consortium**. Skills required:

- Wetland science
- Peatland restoration tools and techniques
- Ecohydrology
- Development of standards or guidance
- Qualitative and quantitative analysis
- Stakeholder engagement
- Environmental monitoring techniques

Governance

Responsibility for contract management will sit with Defra Peat and Soils Science, who will be the customer. Sam Joyce will be the named contract manager. The project will be carried out collaboratively by English and Welsh officials.

A small steering group drawn from the Welsh Government, Natural England, JNCC, Forestry Commission, the Environment Agency, and Natural Resources Wales will guide the project towards its aims. The project steering group will meet on at least a monthly basis through the life of the project.

A Technical Advisory Group drawn from industry experts and academia will advise both the contractor and the steering group. For example, by reviewing draft outputs or emergent restoration techniques. Schedule of these meetings to be confirmed at contract stage.

The project will be reported through Defra Peat Programme Board.

Proposed timelines

The project will run for 2 years. It will run from financial year 2025/2026 to 2027/2028. The below payment schedule is indicative, and the final version will be agreed with the contractor.

Task no	Task and deliverable	Indicative date (to be confirmed)	Payment schedule/Breakdown
1	Inception meeting with project steering group. The contractor will be required to produce a note of the meeting and any actions arising.	June 2025	0%
2	WP1 Literature Review	September 2025	5%
3	WP1 Knowledge Exchange Pack	September 2025	2.5%
4	WP2 Technical Guidelines	February 2026	15%
5	WP2 Methodology report	February 2026	5%
6	WP2 Sector webinar	April 2026	2.5%

7	WP2 Knowledge Exchange Pack	February 2026	2.5%
8	WP3 Draft restoration standard	June 2026	25%
9	WP3 Methodology Report	June 2026	5%
10	WP3 Knowledge Exchange Pack	June 2026	2.5%
11	WP4 Peatland Restoration Standard	January 2026	20%
12	WP4 Adviser webinar	February 2027	2.5%
13	Project knowledge exchange pack	May 2027	2.5%
14	Project final report	April 2027	10%

Reporting requirements

To be confirmed in the bid, the proposed requirements are that the contractor will meet monthly with the project steering group and provide an update on progress. This will be in addition to work package reports scheduled above. Meetings will be held virtually via Teams as standard, with the option for face-to-face meetings if need be.

Quality

Evidence used in preparing the final report has been collected, processed and published with rigor and that appropriate quality assurance (QA) processes are in place, and embedded, within the contracting organisation. The Contractor will provide Defra with relevant assurances around QA procedures and/or certifications from recognised standards providers (e.g. ISO). Defra will review and assess quality assurance by internal and external peer review before final approval of outputs presented by the Contractor.

Accessibility

As a public body, any product that is published within the public domain must comply with the accessibility legislation. Please ensure that where the end product is to be published, reference is made to the following requirement which can be found here.

<https://www.gov.uk/guidance/publishing-accessible-documents>

Anonymised recruitment

Anonymised recruitment removes the candidate's personal details from their application. The most common items include name, age, employee number, email address, home address, nationality, and immigration details. This supports diversity in the workforce. It helps to create a more level playing field in the assessment process.

Where procuring an opportunity that requires the provision of CVs, anonymised recruitment should be the default position.

Travel and Subsistence

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel All Journeys

Standard class rail should be used unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motorcycles	24p	24p

Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g., on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

UK Subsistence

Location	Rate
London (Bed and Breakfast)	£160 per night + £20 buffer
UK Other (Bed and Breakfast)	£100 per night for all other locations +£20 buffer

Section 3: Terms and Conditions of Contract

The Terms and Conditions of Contract for this procurement are Research & Development Terms & Conditions and Order Form submitted in acceptance of agreed Authority's terms and conditions of contract.

[Research and development terms and conditions - GOV.UK](#)

The Terms and Conditions are split into Core Terms and Contracting Authority Terms within the Annexes / Schedules and details of the legal priority are provided by the agreed Authority's terms and conditions of contract.

The Authority proposes to enter into Contract(s) for a maximum period of two years with the successful Tenderer from **20/06/2025 to 20/06/2027**.

The anticipated commencement date is **20/06/2025**.

Suggested Changes to Conditions of Contract

Tenderers may raise clarification questions relating to the amendment of contract terms during the clarification period only, as specified in the Timetable, if it can be demonstrated that there is a legal or statutory reason why they cannot be accepted. Where a legal or statutory reason cannot be substantiated the Authority has the right to reject the proposed changed.

Such requests must follow the Clarifications Sought by the Tenderer process set out in the Core Requirements element of this Bidder Pack.

Conditions applying to the ITT

You should examine your tender response according to the ITT and related documents, ensuring it is complete prior to submitting your completed tender.

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

Acceptance of Tenders

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

Costs

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

Mandatory Requirements

The ITT includes mandatory requirements and if you do not comply with them, your tender will not be evaluated. All mandatory requirements are set out in Atamis.

Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your tender with you prior to any award of Contract to clarify matters.

Amendments

The Authority may amend the ITT at any time prior to the deadline for receipt. If it amends the ITT, the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

Section 4: Evaluation Methodology

The overall aim of the evaluation process is to select the Tender that is the most economically advantageous to the Authority, having regard to the Authority's overall objectives and the criteria set out below.

The Authority will carry out its evaluations of the Technical and Commercial elements according to the criteria, sub-criteria and weightings set out in the table below:

The Authority will carry out its evaluations of the **Technical (70%), and Commercial (30%)** elements according to the criteria, sub-criteria and weightings set out in the table below.

Evaluation of Responses

Evaluation of Responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Responses applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

During the consensus meeting, the decision may be taken that a Response will not be carried forward to the next evaluation stage if the consensus view is that the Tenderer has failed to meet any minimum or mandatory requirements, and/or provided a non-compliant response.

Evaluation Criteria

Stage	Section Reference	Evaluation Criteria	Question Scoring/ Weighting (%)
Stage 1	Form of Tender	This stage is not scored but if you do not upload a complete, signed and dated Form of Tender in accordance with the instructions in Atamis, your Tender will be rejected as non-compliant.	Pass/Fail
Stage 2	Selection Stage:	This stage is designed to select those Tenderers who are suitable to deliver the Authority's requirements and will be evaluated in accordance with the criteria set out in Sections 1 to 5 of the response form in Atamis and Part 1 of this Section 2 below (in respect of economic and financial standing and technical and professional ability). Failure to meet the stated selection criteria will result in a Response being rejected at this stage and no further assessment of the remainder of the Response (including the Tender) pursuant to	Pass/Fail

		the remaining stages below will be undertaken by the Authority.	
Stage 3	Technical & Professional Ability – Project Specific Requirements (Technical Questionnaire)	<p>This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire. Some requirements are mandatory and if you cannot provide them your Tender may be rejected. Scored as 70% weighting of the total available score, consisting of the following breakdown of questions:</p>	<p>Scored as 70% weighting of the total available score, consisting of the following breakdown of questions:</p> <p><u>Technical</u></p> <p>F01 – Diversity and Equality Weighting = 100% or Pass/ Fail</p> <p>E01 - Organisation's capacity and resources. Weighting = 20%</p> <p>E02 – Project management and organisation's quality assurance. Weighting = 10%</p> <p>E03 – Proposed approach to research and methodology. Weighting = 35%</p> <p>E04 – Capability and Expertise of Proposed Project Team. Weighting = 20%</p> <p>E05 – Sustainability and Social Value = 15%</p> <p><i>See Related Questions on Appendix C of the</i></p>

			<i>Bidder Pack/ITT</i>
Stage 4	Pricing Schedule	<p>Prices will be evaluated in accordance with criteria set out in the Pricing Schedule on the ITT and Atamis.</p> <p>Tenderers will be required to submit the total fixed cost for completing the project and include a breakdown of costs as specified in the requirements. Costs will need to be reasonable and competitive and offer value for money.</p>	Overall Scored weighting 30%
Stage 5	Final score / Award	<p>A Response which passes stage 1 and 2 will proceed to evaluation of Tenders in accordance with stages 3 to 5.</p> <p>The final score is calculated as follows:</p> <p>Total Technical Quality Requirements will make up to a maximum of 70% of total score. (Stage 3)</p> <p>Total Price Requirements will make up to a maximum of 30% of total score. (Stage 4)</p> <p>The most economically advantageous Tender will be the Tender with the highest final score. (Stage 5)</p>	

- 1.1 Tenders will be evaluated on quality and price using the evaluation criteria set out in Atamis to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender after the weightings in clause 1.3 are applied.
- 1.2 Each question will be scored separately, and no reference will be made between the questions.
- 1.3 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
 - The total quality scores awarded will form **70%** of the final score;
 - The score awarded for price will form **30%** of the final score.
- 1.4 Each scoring question in the quality evaluation is given a weighting to indicate the relative

- importance of that question in the overall quality score. Weightings for quality scores are provided with the evaluation criteria and are detailed on Atamis for each question in the response form. The evaluation criteria for price are set out in the Pricing Schedule.
- 1.5 Evaluation of Tenders will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Tenders applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.
- 1.6 Questions asked by the Authority to evaluate submission's Technical Quality can be found on Atamis. These are repeated as Appendix C of this ITT for information purposes.
- 1.7 The method for scoring price can be found on Atamis.
- 1.8 The submissions against the Technical Quality and Sustainability/Social Value questions **E01 – E05** will be evaluated using the following scoring criteria:

Technical Scoring Criteria – 70%

For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full.

For a score of 70: Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.

For a score of 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.

For a score of 20: Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.

For a score of 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

If a Tenderer receives a 'Fail' in question **F01** they will be eliminated from the procurement.

If a score of twenty (20) or less is awarded to a Tenderer's response to any scored question

E01 – E05 the Authority may choose to reject the Tender.

The commercial evaluation will be based on total price and Tenderers will be required to provide a full price breakdown of the cost and matched against milestones in the commercial workbook.

Tenderers must provide a financial proposal, including rates and hours for each participating team member and costing analysed by work stages. The project is for a fixed cost. A breakdown of costs

against each objective and against each key personnel including a detailed breakdown for equipment, consumables; overheads and travel costs are required. The Authority is keen to receive competitive Day Rates which must be set out in the “Commercial Workbook” (provided in the ITT pack); “Staff Costs” worksheet and ensure the details entered in the “Milestone” worksheet are that of the deliverables detailed in the specification.

The above is required to be uploaded to the ‘Commercial Envelope’ of Atamis.

Where subcontractors or joint contractors are used, a separate breakdown for each must be provided in addition to the overall project costs.

Day rates for all staff must be provided along with a general description of duties.

Tenderers will be required to submit a total fixed cost for completion of the project and include a breakdown of costs against each objective and against key personnel. Costs will need to be reasonable and competitive and offer value for money.

Please DO NOT include the commercial/pricing Schedule in your technical submission as you may not progress to the next stage of the procurement.

Commercial Evaluation – 30%

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ Maximum available marks}$$

For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

$$\text{Tenderer A Score} = £3000/£3000 \times 30\% \text{ (Maximum available marks)} = \mathbf{30\%}$$

$$\text{Tenderer B Score} = £3000/£5000 \times 30\% \text{ (Maximum available marks)} = \mathbf{18\%}$$

$$\text{Tenderer C Score} = £3000/£6000 \times 30\% \text{ (Maximum available marks)} = \mathbf{15\%}$$

Commercial Pricing Breakdown applicable to this ITT is on Atamis. This should be downloaded; completed and attached to the commercial envelope.

****Please Note:***

*Tenderers must be aware that all bids are **submitted** in acceptance of agreed Defra’s terms and conditions of contract for R&D. Any clarifications regarding terms and conditions must be discussed & agreed during the tender period. No discussion of terms and conditions of contract shall be held following tender submission. Failure to agree with the terms and conditions of contract post tender shall result in a bid being deemed non-compliant.*

Selection Questionnaire - Financial standing

The Authority will review the economic information provided as part of the Selection Questionnaire response to evaluate a Tenderer's economic and financial standing. The Authority's evaluation will be based on all the information reviewed and will not be determined by a single indicator. If, based on its assessment of the information provided in a Response, the Authority decides that a Tenderer does not meet the Authority's required level of economic standing, the Authority may:

- ask for additional information, including information relating to the Tenderer's parent company, if applicable; and/or
- require a parent company guarantee or a performance bond.

If the Authority decides that a parent company guarantee or performance bond is required, the Authority will reject a Response if the Tenderer is unable to offer a commitment to make such provision. In addition to the information provided in a Response, the Authority may, at its discretion, consult Dun & Bradstreet reports and other credit rating or equivalent reports depending on where a Tenderer is located.

The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure. Financial strength is based on tangible net worth and is rated on a scale of 5A (strongest) to H (weakest) obtained from Dun & Bradstreet. There are also classifications for negative net worth and net worth undetermined (insufficient information). Financial strength will be assessed relative to the estimated annual contract value. Contractors should account for and highlight inflation in their bids.

The Authority will also consider annual turnover.

In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years.

Risk of Business Failure is rated on a scale of 1 (minimal) to 4 (significant) obtained from Dun & Bradstreet. There is also a classification of insufficient information. The Authority regards a score of 4 as indicating inadequate economic and financial standing for this procurement. The Authority will also calculate and evaluate the Tenderer's:

- operating performance: growth or reductions in sales, gross profit, operating profit, profit before tax and earnings before interest, tax, depreciation, amortisation, exceptional items and profit/loss on sale of businesses;
- liquidity: net current assets, movements in cash flow from operations, working capital and quick ratios, and average collection and payments periods; and
- financial structure: gearing ratios and interest cover.

Section 5: Performance Management Framework

1. Overview of the PMF

- 1.1. As part of the Authority's continuous drive to improve the performance of all Contractors, this PMF will be used to monitor, measure, and control all aspects of the Supplier's performance of contract responsibilities.
- 1.2. The purpose of PMF is to set out the obligations on the successful Contractor, to outline how the successful Contractor's performance will be monitored, evaluated and rectified for performance.
- 1.3. The Authority may define any reasonable performance management indicators for the Contractor under the following categories:
 - Updates to Authority
 - Data Handling
 - Participatory Outputs
 - Reports
 - Presentations
- 1.4. The above categories are consistent with all Contract awards allowing the Authority to monitor Contractor' performance at both individual level and at the enterprise level with the individual Contractor.

2. Management of the PMF

- 2.1. Key Performance Indicators (KPI's) shall be monitored on a regular basis and shall form part of the contract performance review. Performance of KPI's will be reported by the Contractor to the Authority on a monthly basis. The Contractor shall detail performance against KPI's at regularly agreed intervals with the Authority, who will review this and make comments if any.
- 2.2. The Contractor shall maintain their own management reports, including a Risk and Issues Log and present these as requested by the Authority at any meeting requested by the Authority.
- 2.3. Any performance issues highlighted in these reports will be addressed by the Contractor, who shall be required to provide an improvement plan ("Remediation Plan") to address all issues highlighted within a week of the Authority request.
- 2.4. Key Performance Indicators (KPIs) are essential in order to align Contractor's performance with the requirements of the Authority and to do so in a fair and practical way. KPIs must be realistic and achievable; they must also be met otherwise it will be taken as an indication that the Contractor is failing to deliver. The successful Contractor will ensure that failure and non-performance is quickly rectified.

- 2.5. The Authority reserves the right to amend the existing KPI's detailed in section 6 below or add any new KPI's. Any changes to the KPI's shall be confirmed by way of a Contract Change Note.

Section 6: Key Performance Indicators (KPI's)

KPI and deliverables	Measurement	Fail	Acceptable
1. Updates to Defra and the project steering group	Regular, and ad hoc, verbal and written updates summarising progress and challenges	Updates are infrequent or lacking enough detail to assure the Authority of progress	Updates are timely and include enough detail to assure the Authority of progress
2. Data handling	Secure, accessible and organised collecting and storage of data/information relating to the project	Data, information and files are not kept up-to-date and are unavailable	All project data and information are up-to-date and accessible to the Authority
a. Evidence review	Collection and storage of external and internal evidence sources, as well as any annotations / analysis	Evidence is only cited and not made available to the Authority	Evidence is gathered, stored and accessible to the Authority
b. Technical guidelines and draft standard	Collection and storage of data (for example, evidence of best practice techniques) used to develop technical guidelines and draft standard	Data is inadequate to achieve deliverable	Data is adequate and available to the Authority
3. Consultation outputs	Notes and final report describing consultation process and how views from peatland community shaped final standard	Notes and outputs are incomplete or missing	Notes and outputs are detailed and stored for future reference
4. Reports and knowledge exchange packs	Evidence review, Reports setting out methodology, final report and knowledge exchange packs	Reports are late, incomplete and do not adequately address feedback from the Authority or deliverables	Reports are on time, complete, incorporate comments and address all deliverables
5. Presentations and webinars	Presentation materials and delivery of key findings	Presentations do not take place or are inappropriate for the audience	Presentations take place, convey key findings clearly and are targeted at correct audience

<p>6. Technical guidelines and peatland standard</p>	<p>Technical guidelines and final peatland restoration standard</p>	<p>Products contain errors, are incomplete and do not meet the projects aims</p>	<p>Products are detailed, high quality, address feedback from the Authority, meet the project's aims, and are accessible with appropriate diagrams.</p>
---	---	--	---

Section 7: Appendices

1. Definitions

Unless the context otherwise requires, the following words and expressions used within the Bidder Pack (except for Section 3: Terms and Conditions of Contract) shall have the following meanings to be interpreted in the singular or plural as the context requires.

TERM	MEANING
“Authority”	the Department for Environment, Food and Rural Affairs acting as part of the Crown
“Bidder Pack”	this invitation to tender and all related documents published by the Authority and made available to Tenderers.
“Contract”	the contract (set out in Appendix B) to be entered into by the Authority and the successful Tenderer.
“EIR”	the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to those Regulations.
“eSourcing system”	eSourcing system is the eSourcing system used by the Authority for conducting this procurement, which can be found at https://defra-family.force.com/s/Welcome
“FOIA”	the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under that Act together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to that legislation.
“Form of Tender”	means the form contained in Annex 2 to the Procurement Specific section of the Bidder Pack which must be signed, scanned and uploaded into the Authority’s eSourcing System by the Tenderer to indicate that it understands the Tender and accepts the various terms and conditions and other requirements of participating in the exercise.
“Information”	means the information contained in the Bidder Pack or sent with it, and any information which has been made available to the Tenderer by the Authority, its employees, agents or advisers in connection with the procurement.

TERM	MEANING
“Involved Person”	means any person who is either working for, or acting on behalf of, the Authority in connection with this procurement and/or the Contract including, without limitation, any officer, employee, advisor, agent, member, partner or consultant”.
“Pricing Schedule”	the form accessed via eSourcing system in which Tenderers are required to submit their pricing information as part of a Tender.
“Regulations”	the Procurement Act 2023 and associated regulations.
“Relevant Body	means any other organisation, body or government department that is working with or acting on behalf of the Authority in connection with this procurement and/or the Contract including, without limitation, its officers, employees, advisors, agents, members, partners or consultants.
“Response”	means the information submitted in response to the Bidder Pack via the online response forms on eSourcing system including the Tenderer’s formal Tender.
“Specification of Requirements”	the Authority’s requirements set out in Section 2 of the Bidder Pack Procurement Specific Requirements.
“Tender”	the formal offer to provide the goods or services described in section 1.1 of part 1 of the Bidder Pack and comprising the responses to the questions in eSourcing system and the Pricing Schedule.
“Tenderer”	anyone responding to the Bidder Pack and, where the context requires, includes a potential tenderer.
“Timetable”	the procurement timetable set out in Section 1 of the Bidder Pack Procurement Specific Requirements.

APPENDIX A

FORM OF TENDER

To be returned by 12:00pm (GMT time) on **27th May 2025**.

Procurement Advisor - Victor Mpehla
Department for Environment, Food and Rural Affairs
Procurement and Commercial Function

TENDER FOR: Peatland Restoration Standard and Technical Guidelines for England and Wales.

Tender Ref: Project/ITT **C28820**

1. We have examined the invitation to tender, and its schedules set out below (the **ITT**) and do hereby offer to provide the goods and/or services specified in the ITT and in accordance with the attached documents to the Authority commencing date **23/06/2025** for the period specified in the ITT.
 - Tender Particulars (Section 1)
 - Specification of Requirements (Section 2)
 - Form of Tender (Appendix A)
 - Authority's Conditions of Contract (Appendix B)
2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
3. We agree that:
 - a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
 - b. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2000, the Contract may be executed electronically using the Authority's electronic tendering and contract management system, Atamis;

- c. we are legally bound to comply with the confidentiality provisions set out in the ITT;
- d. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;
- e. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and
- f. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:

- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
- b. if there are or may be such circumstances giving rise to an actual or potential conflict of interest, we have disclosed this in full to the Authority.

5. We undertake and it shall be a condition of the Contract that:

- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
- b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
- c. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.

6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

Signed

Date

In the capacity of

**Authorised to sign
Tender for and on
behalf of**

Postal Address

Post Code

Telephone No.

Email Address

APPENDIX B

AUTHORITY'S CONDITIONS OF CONTRACT

Located on the Authority's eSourcing system for information

The Terms and Conditions of Contract for this procurement are Research & Development Terms & Conditions and related Order Form.

[Research and development terms and conditions - GOV.UK](#)

APPENDIX C

TECHNICAL EVALUATION QUESTIONS

In line with DEFRA policy, we will be awarding a contract to the Most Economically Advantageous ITT response (MEAT).

The overall score is broken down as follows: **70%** of the overall score will be awarded for technical criteria, and **30%** of the overall score will be awarded for commercial.

Please note responses will be assessed against demonstration of understanding of the Specification above.

Category	Criteria	Weighting	Description
----------	----------	-----------	-------------

<u>Technical</u> List out the sub-criteria and a brief description. Sub-weightings should be included 70%	E01: Organisation's capacity and resources	20%	<p>Brief outline of organisation; please explain how you manage your workflow capacity and staff resources. Please provide an organogram for your organisation or organisations.</p> <p>Your evidence should include measures you have in place to ensure critical delivery.</p> <p>Please confirm that staff resources will be available to complete the entire contract in the timescales required.</p> <p>For consortia bids, please provide an overview of the organisations in your consortium with summary information on capacity and resource for each, as well as a brief outline of your proposed governance arrangements.</p>
---	---	------------	--

			<p>Evaluation criteria:</p> <ul style="list-style-type: none"> • ability to deliver this project to time <p>Please submit no more than 2 pages of A4 (4 for consortia bids), Arial, Font 11. The organogram should be uploaded as a separate document and does not count towards the page limit. Please upload a document with the filename: "E01 – Your Organisation Name"</p> <p>Any responses exceeding two sides of A4 (4 for consortia bids) will not be evaluated beyond the last page.</p>
	<p>E02: Project management and organisation's quality assurance</p>	<p>10%</p>	<p>Please outline your approach to managing the project, in terms of project structure and provision for communication with the Authority. You should include a work plan demonstrating adequate time for review of deliverables.</p> <p>Provide a risk register that assesses risks to the successful delivery of the project and explains how the risks will be mitigated. Explain how you would handle unexpected events and what systems you have in place to deal with these.</p> <p>You should outline how you plan to keep Defra informed of progress made and alert the contract manager at the earliest opportunity of any difficulties encountered e.g., milestone dates at risk.</p> <p>Please also indicate the level of input and guidance you require from the Contract manager, project steering group and technical advisory group.</p> <p>Please outline your planned project management and internal governance for this project. You should</p>

		<p>also describe your organisation's approach to project management and how this is implemented.</p> <p>Please outline Quality Assurance measures and processes to ensure quality of research and outputs delivered.</p> <p>Evaluation criteria:</p> <ul style="list-style-type: none"> • Simple, transparent management structure, with named individuals and clear accountability • How the team will be managed, particularly if managing a multidisciplinary team or a consortium • The level of input required from Defra • The organisation's approach to project management and how this will be used to deliver the project deliverables on time, to the expected quality and to budget • A risk register that demonstrates an understanding of the likely challenges and issues faced with suitable mitigation strategies • Resilience for dealing with unexpected events • A credible, effective plan to keep the authority informed of progress made and any difficulties encountered • Adequate resources available for drafting report(s) and handling feedback from Defra. <p>Please submit no more than 2 pages of A4, Arial, Font 11. Please upload a document with the filename: "E02 – Your Organisation Name" The risk</p>
--	--	--

			<p>register should be uploaded as a separate document and does not count towards the page limit.</p> <p>Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>
	E03: Proposed approach to research and methodology	35%	<p>Please include a detailed account of your proposed project. Please detail your approach and methodology for meeting the project aims and answering its research questions, demonstrating a clear understanding of the requirements and policy context in both England and Wales. Please specify resources and days allocated for each work package and activity.</p> <p>Your workplan should include adequate time for the review of the deliverables.</p> <p>Please use the aim and research questions as stated in the Specification of Requirement or present a clear explanation if you are considering a revised approach and methodology. As we expect the findings of earlier work packages to shape the delivery of later ones, please outline how you will build adaptability and learning into your approach.</p> <p>If your proposal will deliver additional outcomes or includes optional additional work packages, please clarify these and separately cost any optional work packages.</p> <p>Evaluation criteria:</p> <ul style="list-style-type: none"> • An understanding of Defra's requirements and the policy context demonstrated through the proposed approach • A robust, detailed and credible methodology for meeting or exceeding the aims and

			<p>answering the research questions set out in the specification,</p> <ul style="list-style-type: none"> • A methodology which incorporates evidence from both England and Wales and produces outputs that are relevant to both nations • A realistic and measurable deliverable workplan with key deliverable dates and interdependencies outlined • A robust quality assurance plan that demonstrates how the quality of outputs will be assured • Clearly demonstrate knowledge of the key issues, challenges and risks that your organisation is proposing to address in this project • Provide a description of how each work package will be delivered and how the outputs from each work package will shape subsequent work. • how the work will be conducted in order to ensure that the aims are met and work packages delivered in a transparent and robust fashion • how data will be managed, particularly in accordance with Data Protect legislation. <p>Please submit no more than 4 pages of A4, Arial, Font 11. Please upload a document with the filename: "E03 – Your Organisation Name"</p>
	E04: Capability and Expertise of	20%	Brief outline of staff experience, plus CVs, of those who will be involved and outline of how much time each member of staff will spend on the research project.

	Proposed Project Team		<p>Evaluation criteria:</p> <ul style="list-style-type: none"> • Excellent understanding of the subject area that provides confidence in the Tenderer's ability to deliver the project • Relevant organisational experience for this requirement - please see the 'expertise required' section in the specification for more information. • Breadth and depth of expertise available within the team, or that can be easily called on • How the team's skills, knowledge and experience are relevant to meeting the project requirements • Staff experience, skills and time (by milestone) are sufficient and appropriately allocated throughout the project, providing confidence in the quality and timeliness of delivery, as well as good value for money in the diverse range of staff and their skill sets • Success in delivering relevant projects <p>Please submit no more than 4 pages of A4, Arial, Font 11 for the outline (plus CVs – limit 2 pages for these). Please upload a document with the filename: "E04 – Your Organisation Name"</p> <p>Any responses exceeding six sides of A4 (which includes CVs) will not be evaluated beyond the last page.</p>
	E05: Sustainability and Social Value	15%	<p>The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation, and procurement. These</p>

			<p>support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at:</p> <p>https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</p> <p>Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability and social impacts, including employing a diverse pool of individuals. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organisation's approach.</p> <p>Your response should:</p> <ul style="list-style-type: none"> • Demonstrate that the Tenderer has a sustainability policy in place; and • Provide evidence of your organisation's approach to Sustainability and Social Value. <ul style="list-style-type: none"> • How will you ensure that all practices used in this contract meet Defra's sustainable procurement standards? • How will you ensure that Sustainability and Social Value considerations are implemented in the development of this contract? <p>A "Fail" will be allocated to a response that does not demonstrate any evidence of Sustainability and Social Value policies.</p> <p>Please upload a document with the filename: E05 Your Organisation Name.</p>
--	--	--	---

			<p>Your response must be a maximum of two sides of A4, font size 11 addressing the below questions. Any responses exceeding two sides of A4 will not be evaluated beyond the last page. Please provide a link to your sustainability policy, or upload a copy separately, this will not count towards the page limit.</p>
	<p>F01: Diversity and Equality</p>	<p>Pass/Fail</p>	<p>Please provide an account of how your organisation will comply with equality legislation in the delivery of this contract.</p> <p>A “Fail” will be allocated to a response that does not demonstrate any evidence of Meeting the requirements of diversity and equality.</p> <p>Please upload a document with the filename: F01 Your Organisation Name, and any associated supporting documents.</p> <p>Your response must be a maximum of two sides of A4, font size 11 addressing the below question. Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>
<p>Commercial Evaluation Methodology – 30%</p>	<p>Tenderers will be required to submit a total fixed cost for completion of the project and include a breakdown of costs against each objective and against key personnel. Costs will need to be reasonable and competitive and offer value for money.</p> <p><u>Evaluation</u></p> <p>The calculation used is the following:</p> <p>Score = $\frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\%$ Maximum available marks</p>		

For example (values listed here are not representative of the values expected for this tender and are used for illustrative purposes only), if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

Tenderer A Score = $\frac{£3000}{£3000} \times 30\%$ (Maximum available marks) = 30%

Tenderer B Score = $\frac{£3000}{£5000} \times 30\%$ (Maximum available marks) = 18%

Tenderer C Score = $\frac{£3000}{£6000} \times 30\%$ (Maximum available marks) = 15%

No Commercial/Pricing shall be submitted on the Technical Envelope

APPENDIX D

Commercially Sensitive Information (Attached)

Please re-produce and upload as an attachment on Atamis if applicable

TENDERER'S COMMERCIALLY SENSITIVE INFORMATION	POTENTIAL IMPLICATION OF DISCLOSURE	DURATION OF COMMERCIALLY SENSITIVE INFORMATION

APPENDIX E

PRICING SCHEDULE

For Completion (Available on Atamis. Please upload to Atamis)

APPENDIX F

Appendix F - Staff Time in Days Per Milestone Template

For Completion (Available on Atamis. Please upload to Atamis)