Statement of requirements for peatland restoration

Commercial in confidence

# Tender notification for peatland restoration

[Guidance: This template document is to be used as a guide by those seeking tenders for NatureScot Peatland ACTION restoration work on the Public Contracts Scotland’s (PCS) portal].

[Complete as appropriate: name of grant applicant (landowner/ organisation / agent)] is looking for…

[Guidance: concise, informative paragraph to set the scene – who needs what, why and by when?]

[Guidance: Insert lead image if useful to show type of terrain]

## Important instructions to person(s) completing this template [delete section before issuing SoR]

Guidance: Delete / amend anything in between square brackets [ ] as appropriate.

Delete ‘Guidance’ text before issuing the Statement of Requirements.

Remove ‘template’ watermark before issuing the SoR (Click on the "Design" tab. Under the "Page Background" menu, select "Watermark". Under the watermark options list select "Remove Watermark" at the bottom of the list).

## Section one – Background and requirement summary

Peatland restoration plays a critical role in Scotland’s response to the Climate Change and Biodiversity emergencies. Peatlands store carbon and have benefits for biodiversity and water quality. 75% of Scotland’s peatlands are degraded. They are releasing around 15% of Scotland’s GHG emissions – the largest source of emissions after transport. Restoring peatlands is one of the most effective ways of locking in carbon, offering a clear nature-based solution to both the climate crisis and biodiversity loss. Peatlands in good health are valuable carbon stores and have many benefits for people and nature.

Peatland ACTION is a national Programme funded by the Scottish Government which supports the delivery of peatland restoration across Scotland. In February 2020, the Scottish Government announced a substantial, multi-annual investment in peatland restoration of more than £250 million over the next 10 years, to help meet Scotland’s target of net-zero emissions by 2045.

Further details are available on the [Peatland ACTION website](https://www.nature.scot/peatlandaction).

### Important tendering information

Tenderers will be notified of the outcome of their submissions, but contracts will not be awarded unless NatureScot Peatland ACTION funding is secured. If funding is secured by [Guidance: Enter name of grant applicant (Landowner/ organisation/ Agent)] they will be offered NatureScot Peatland ACTION support for the delivery of the work specified in this Statement of Requirements (SoR).

The contract for delivery of the works including full terms and conditions will be between the [Guidance: Enter name of grant applicant (Landowner/ organisation/ Agent)] and the successful preferred Contractor.

Contactors must enter into a contractual agreement with [Guidance: Enter name of grant applicant (Landowner/ organisation/ Agent)] for the delivery of these works as per the terms of this SoR.

### Requirement Summary

[Guidance: short summary (ideally no more than 1 to 2 pages, to include

* Summary details of estate / landholding – name, locality, principal land uses,
* Outline of restoration area, condition of peatland, brief outline of work required, desired timing of work, outline of any significant constraints, altitude, minimum machinery requirements/specification
* any other relevant info, including whether an application is also being made to the Peatland Code]

All restoration work must be completed and invoiced in line with the conditions of the NatureScot Peatland ACTION grant made to [insert name of grant applicant (landowner /organisation / agent)] and as set out in the contractual agreement which will be drawn up between [insert name of grant applicant (landowner /organisation / agent)] and the successful preferred contractor in the event of the project being awarded funding.

## Section two – Instructions to tenders

Tenders should note the timetable, particularly the final submission time and date. Tenders should also note the evaluation criteria included in section 4 and that all that questions or clarifications must be raised via the Q&A facility on the PSC portal.

## Timetable for submission of quotes

|  |  |
| --- | --- |
| Activity | Date |
| Tenderers Site Visit Contact [Guidance: Enter contact name and email address] direct to book or discuss further. | [Guidance: insert date of site visit] |
| Deadline for questions from tenderers via the PCS portal Q & A function  | 12:00 hours on the [Guidance: Insert date] |
| Deadline for the receipt of quotes via the PCS secure post-box | 12:00 hours on the [Guidance: Insert date] |
| Evaluation of quotes | [Guidance: Insert date] |
| Preferred contractor notification | [Guidance: Insert date] |
| Start Date (if funding is confirmed) | [Guidance: Insert date] |
| Estimated end date | [Guidance: Insert date] |

The deadline for receipt of quotes is final. Every effort will be made to adhere to the above timescales in all other aspects. If this is not possible, tenderers will be informed of any delays to the process as soon as possible.

### Responding to this tender

The completed quote must be submitted via the PCS portal secure post-box no later than [12:00] hours on the [Insert Date], as set out in the table above. Quotes submitted by any other means will not be considered.

Any written questions or clarifications must be raised via the Public Contracts Scotland (PCS) portal’s Q&A facility. All responses and additional communication will be shared with all interested parties.

Tenderers should note the requirements set out in the timetable above and the evaluation criteria included at Section Six. Completed Tenders will be evaluated against both Quality (Technical) and Price (Commercial) criteria.

The returned quote must include the following:

* Completed Schedule of Works Price Schedule (Section Seven)
* Completed Resourcing Offer (Section Eight)
* Completed Tenderer Response table – Quality Criteria (Section Nine)
* Completed Mandatory Criteria table and all documents referenced therein (Section Ten)
* Signed Tenderer Declaration (Section Eleven)

Please do not submit additional information unless specifically requested to do so.

### Tender conditions

Once a Tender has been submitted via PCS it cannot be recalled or edited. If a tenderer wishes they can resubmit, prior to the deadline, by submitting a further tender which supersedes the original. Tenderers must make clear which response is to stand.

No liability is accepted for any expenses incurred by tenderers in the preparation of their quote.

All prices quoted must be in Sterling and *exclude* Value Added Tax. VAT status must be indicated. Tenderers are reminded that it is their own responsibility to satisfy themselves as to the applicability of VAT for a particular contract and to reflect any application of VAT in their tender response.

Prices submitted as part of a Tender shall include any profit, delivery, labour, fuel, insurance, and all other expenses of any kind, borne by the Tenderer. It is the tenderer’s responsibility to ensure prices are sustainable for the entirety of the contract.

In submitting a Tender, the tenderer warrants that they have complied in all respects with all instructions set out in this Statement of Requirements and that it is a bona fide submission, intended to be competitive and which has not been fixed or adjusted the quote by, under or in accordance with any agreement or arrangement with any other person or tenderer.

In submitting a Tender, bidders warrant that they are of sound financial standing, that they have sufficient working capital available, that they have full power and authority to enter into and carry out the contract, and that they can provide the service in accordance with this statement of requirements.

Tenderers shall be held bound by their submission for a period of 90 days following the last date for the return of Tender.

## Section Three – Service Requirements

Tenders should note the requirements for this project.

[Guidance: set out here all the requirements for this tender. Typically, this might include]

### Scope

Objectives of the restoration work are…

### Detailed site information

All the requirements for this project are listed below.

[Guidance: Site details, including all relevant information about location, area, condition, altitude, etc not already provided in the summary in Section One].

### Site access arrangements

Tenders should note the following site access arrangements and or constraints.

Contractors should highlight any concerns with access at tender stage.

Site constraints: [Guidance: add 1-2 lines]

Site specific hazards and controls: [Guidance: add 1-2 lines]

Agreed locations for storage etc: [Guidance: add 1-2 lines]

### Proposed restoration methods

[Guidance: Describe here the techniques required for this project (for which further details / references should be provided in Annex B)]

Contractors should not undertake any additional works not previously discussed with the Project Designer and agreed in writing by the Peatland ACTION Funding Officer.

Maps of the restoration area and site access locations can be found in Annex A.

Further information on restoration methodology and techniques specified can be found in Annex B.

### Sub-contracting and collaboration

Where elements of the work will be undertaken through sub-contracts, open and fair competition must be demonstrated. Contractors must provide details of all sub-contract tendering and the sub-contracting arrangements including the delivery schedule and costs.

The contractor is responsible for any increase in sub-contracting costs. Neither [insert name of grant applicant (landowner /organisation / agent)] nor Peatland ACTION is liable for any additional sub-contracting costs.

Where the contractor may decide to work collaboratively to address any unexpected capacity challenges that may impact their ability to otherwise fulfil the contract terms (completion date), they must detail who they would intend to work with, their level of skills and experience, and the level of resource available (number and specification of machines, number of operators etc).

The contractor is responsible for all work delivered through sub-contracting or collaborative arrangements. The Resourcing Offer section should detail plans to manage, monitor and provide necessary support to ensure Peatland ACTION quality standards and timescales are met.

### Liaison and Reporting

Regular liaison with [Guidance: insert name of grant applicant; landowner/organisation/agent/] is to be undertaken as required. [Insert name of Project Designer] (Project Designer) will also visit the site regularly and liaise with the Contractor’s Project Manager/Site Supervisor to note specific findings or observations and to inspect work. It may be helpful to agree a channel of communication between the Contractor’s Project Manager/Site Supervisor, [Guidance: Insert name of Project Designer] and representative(s) of [Guidance: insert name of landowner/agent/applicant] for the duration of the project.

Any concerns with issues on site should be raised with [Guidance: insert name of the Project Designer] as soon as possible.

A brief update on progress must be provided to the [Guidance: insert name of project Designer] on a [Guidance: weekly/monthly amend as required] basis. This should include an indication of how works are progressing and what proportion of the site has been completed. (As a minimum, the funding requires that a report is provided to the Peatland ACTION Funding Officer on a monthly basis. Failure to do so may impact the Peatland ACTION grant payments to the landowner. This delay may be reflected in the contractual agreements between the landowner and the contractor.)

At the end of the project a short report must be produced including the techniques used and highlighting any challenges and lessons learnt. This must be completed within one week of the project completion.

The contractor is responsible for ensuring the amount and location of works actually undertaken on site is recorded and the information is provided to Peatland ACTION using Peatland ACTION spatial data templates.

Contractors should note the actual amount of work they complete, for example by updating a site map as they work. This information should be provided as evidence to accompany funding claims. The contractor should describe how they will measure and report the amount of work completed in their submission, e.g.:

* Length and location of gully reprofiling
* Number and location of gully blocks
* Number and location of gully baffles
* Number and location of drain dams
* Length and location of drain reprofiling
* Area and location of cell bunding.

### Invoicing and Payment

Payment will be made on submission of an invoice to [Guidance: insert name of grant applicant: landowner/organisation/agent]. Invoices must be broken down against costs lines set out in the NatureScot Peatland ACTION Funding Offer. Interim payments can be made, and it is suggested this is done approximately monthly.

### Conditions

Tenders to note to following conditions.

### Pre-commencement and competition

The Contractor must appoint a site supervisor who will oversee the work of everyone onsite and ensures health and safety, restoration standards, and environmental protection requirements are being met.

Prior to any work commencing, a meeting between the landowner/agent, the contractor and the project designer [Guidance: there may be situations when the local Peatland ACTION Project Officer (when not acting as project designer) may have indicated they also wish to be included – in which case, add here] will be required on site to:

• Agree the most suitable access routes to the site. [guidance: reference that these are provided above, if this is the case].

• Agree the location for storing materials and fuel bowsers. Review procedures and actions to be taken in the event of chemical or fuel spill.

• Review all CDM documentation (see Section Four) and agree duty holder responsibilities.

A final site inspection will be undertaken at the end of the project by a Peatland ACTION Project Officer. Contractors must give the Peatland ACTION Officer notice of when they are planning to complete works so that a final site inspection can be carried out in time for any snagging issues to be discussed and rectified before demobilisation. In the event the contractor leaves the site without addressing identified snagging issues, the contractor will be expected to return to site at their own cost, within 3 months (subject to agreed site constraints) to complete. Failure to do so will result in final payment of grant being withheld. This may be reflected in the terms of the contractual agreement between [insert landowner/agent/applicant] and the successful contractor and lead to payment to the contractor being likewise withheld.

### Site protection

The contractor must conform to the following to prevent any damage to tracks, archaeology or vegetation when accessing the site:

* Any Ground Water Dependant Terrestrial Ecosystems (GWDTEs), such as vegetation filled flushes, should be mapped / marked and left undisturbed.
* Only low ground pressure machines 360° excavators fitted with wide tracks should be used. You must provide details (in Section Eight) of the weight and ground pressure of each machine that you propose to use.
* Access must be taken via the agreed access points. When tracking machines, any disturbance to track sides/edges is to be reinstated by the Contractor. It is advised that the Contractor undertake a track condition assessment (photos/videos) prior to commencing work/mobilising machines to record the existing condition of the track and to understand if remedial work is required prior to site mobilisation and if the track is suitable. Any damage caused by machines must be reinstated. If the need for track re-instatement is anticipated and the damage caused by machine movements clearly evidenced, Peatland ACTION may consider supporting reasonable costs of the re-instatement required. Details of measures taken to limit damage should be outlined in the Construction Phase Plan.

Contractors should follow biosecurity protocols to ensure that plant or animal pathogens or invasive species propagules are not introduced to the site. Details of the contractor’s biosecurity protocols should be provided (see Mandatory Criteria in Section Ten). There is information on Biosecurity Requirements in Annex C.

### Species protection

Legally protected species, such as water voles, otters and ground nesting birds may be present on restoration work sites and along the access route to the site. Appropriate surveys will have been carried out to check for the presence of these species prior to works commencing and for birds, will be carried out throughout the bird breeding season.

The findings and species protection requirements will be provided to the contractor, whose responsibility it is to avoid disturbance to legally protected species.

Information on the legal protection of these species can be found on the NatureScot website:

* Water vole protection:
* Otter protection:
* Peatland Restoration and Breeding Birds:
* Reptile protection: Some advice which may be useful in helping to meet legal obligations

### Fair Work First

As a condition of Peatland ACTION grant funding, it is expected that suppliers commit to progressing towards adopting the seven Fair Work First criteria in the delivery of this contract as part of a fair and equitable employment and reward package as a route to progressing towards wider fair work practices set out in the [Fair Work Framework](https://www.fairworkconvention.scot/the-fair-work-framework/)[[1]](#footnote-1).

Contractors will be asked to provide evidence that they are progressing towards adopting the seven Fair Work First criteria, in line with their tender response.

[Fair Work First guidance](https://www.gov.scot/publications/fair-work-first-guidance-2/) supports the implementation of Fair Work First, central to the Scottish Government’s priority for driving good quality and fair work in a sustainable and inclusive way. The guidance supports those bidding for, and those awarding contracts funded by public money. The guidance includes good practice examples of what each of the seven Fair Work First criteria mean in practice, helping to guide organisations in their approach along with the [Sustainable Procurement Tools](https://sustainableprocurementtools.scot/index.cfm/guidance/fair-work-practices/).

The Fair Work First criteria are:

* appropriate channels for effective voice, such as trade union recognition
* investment in workforce development
* no inappropriate use of zero hours contracts
* action to tackle the gender pay gap and create a more diverse and inclusive workspace
* providing fair pay for workers (for example, payment of the [Real Living Wage](https://www.gov.scot/publications/fair-work-practices-in-procurement-toolkit/))
* offer flexible and family friendly working practices for all workers from day one of employment
* oppose the use of fire and rehire practices.

## Section Four – Roles and Responsibility

Peatland restoration falls under the Construction Design & Management Regulations 2015 (CDM Regs).

The contractor is responsible for ensuring that all operations are carried out to standards required under the CDM Regs and will be formally appointed as the Contractor or Principal Contractor role for this work. They will also ensure that works meet the required functional standards for peatland restoration as set out in the Statement of Requirements and agreed on site.

Roles under the CDM Regs for this project are as follows:

The ‘Client’ role is fulfilled by [Guidance: insert landowner name], the ‘Designer’ role is fulfilled by [Guidance: insert legal name of organisation responsible, e.g. Scottish Natural Heritage trading as NatureScot] and the ‘Contractor’ is fulfilled by the appointed Contractor undertaking the works.

* The main duty for the Client is to make sure the project is suitably managed, ensuring the quality of the work and Health and Safety of all who might be affected by it, including members of the public.
* The role of the Designer is to design out or manage risk in the project design, to coordinate any required Health and Safety in the pre-construction phase of the project and to provide relevant information to the Client for provision to the nominated Contractor to help them manage Quality, Health and Safety in the construction phase. The designer is available for advice and support throughout the tendering, planning and ground works stages.
* The role of the Contractor is to plan, manage, monitor, and coordinate quality delivery, Health and Safety during the construction phase of the project. The Contractor will produce risk assessments, a method statement and a Construction Phase Plan for the works and submit these to the Client for approval ahead of works commencing. These systems must cover all works on the site and should be monitored by the Contractor for the duration of the project. The Contractor must demonstrate how this will be applied in their submission. It is the duty of the Contractor to ensure suitable welfare facilities are provided during the works for workers under their control and maintain these throughout the work.

In addition to the Contractors statutory responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), all accidents, dangerous occurrences and near-misses that occur whilst working on the site must be reported to [Insert name of Project Designer] and representative(s) of [Guidance: insert name of landowner/agent/applicant].

Further information on the CDM Regulations and links to guidance and templates can be found in [Annex D](#_Annex_D_–).

## Section Five – Performance Monitoring

The Peatland ACTION fund requires all project activity to be undertaken between agreed start and end dates. Subject to the terms agreed between [Guidance: insert name of landowner/agent/applicant] (the Client) and the Contractor, there may be penalties for non-delivery within the agreed timescales.

[Guidance: insert name of landowner/agent/applicant will monitor the Contractor’s performance against the outputs, actions, and specifications set out in this tender brief, the Contractor’s tender submission and any additional contract clauses. [Guidance: insert name of landowner/agent/applicant] reserves the right to determine satisfactory completion of the works and contract deliverables.

### Failure to deliver - criteria

1. Timing of the works - the Contractor fails to commence or complete the works by the specified dates unless a contract variation has been approved in advance by the Client with prior written approval of the Peatland ACTION Funding Officer.
2. Methodology and Outputs - the Contractor consistently fails to work to a satisfactory methodology and/or meet the standards specified by the Project Designer and/or Client unless a specific contract variation has been approved by the Client or their agent, with the prior approval of the Peatland ACTION Project Officer.
3. Significant breaches of Health and Safety requirements.
4. Failure to comply with instructions issued by the Client.

### Failure to deliver – actions

1. Requests for remedial action by the Client or those working on behalf of the Client, such requests to be completed within a specified period.
2. Repeated requests for remedial action may result in suspension of the works and withholding of payment until such time as remedial works are carried out to the Client’s satisfaction.
3. In the case of Health and Safety, the Client may issue an immediate suspension of works order until such time as remedial action has been implemented.
4. Poor performance, lack of quality in the work, or failure to work within the agreed timetables may result in the work being cut short.
5. Persistent failures to comply with the contract terms and conditions may result in the cancellation of the contract between [guidance; insert name of landowner/agent/applicant] and the Contractor, and the application of any relevant penalty clauses within that contract.

## Section Six – Evaluation Guide and Scoring

Bidders must satisfy the Mandatory Criteria set out in Section Ten.

Bids meeting Mandatory criteria requirements will be evaluated against the qualitative as well as quantitative criteria set out in this Statement of Requirements. The successful preferred Contractor is therefore the one that is deemed “the most economically advantageous tender” and this may not necessarily be the lowest-priced tender. The successful tender will be the one which scores highest overall against both Price and Quality, as detailed below.

The evaluation criteria are weighted to demonstrate the relative importance of each criterion. All of the evaluation criteria and relative weightings are set out in the table below.

The Tenderer who submits the lowest price will be awarded the full weighting available. Other tenderers will be awarded a price score based on the percentage difference between their offer and that of the lowest offer i.e. (Lowest Tender Sum Total /Tenderers Tender Sum Total) x 100.

In the event of a tie (where two or more of the highest-scoring tenderers have the same total weighted score, taking into account both quality and price) the right is reserved to appoint the Tenderer who obtains the highest weighted Quality score.

[Guidance: The price:quality weighting here is shown at 40:60, with the quality criteria broken down further. Other weighting may be used, e.g on a particularly complex site, it may be desirable to weight the quality criteria more heavily. The inverse may apply on a straightforward project. There must be consistency across the weighting in this table and the table in Section Nine.]

## Evaluation Criteria

|  |  |
| --- | --- |
| Price (commercial) | Weighting (40%) |
| Price will be evaluated as per the details in this Statement of Requirements using the ‘Tender Evaluation Sum’ | 40% |

|  |  |
| --- | --- |
| Quality (Technical) | Weighting (60%) |
| A – Methodology The tenderer should demonstrate their understanding of the aims of the peatland restoration on this site and the techniques specified, as well as their ability to work practically and sensitively on peatland sites. | 25% |
| B – Experience The tenderer should demonstrate relevant knowledge, skills and any comparable experience of the project team (particularly machine operators) proposed to carry out the works (evidenced in CVs etc.). This should also include any relevant training undertaken and training events attended.  | 15% |
| C – Timescales and delivery including risk managementThe tenderer should demonstrate an ability to adhere to the agreed timetable for delivery and manage any risks to that delivery timescale. | 15% |
| D – Sustainability, fairness and additional benefitsThe tenderer should carry out the project in a manner that minimises negative impacts on the environment, supports sustainability, fair working practices & the local economy & community.  | 5% |

Quotes may be disqualified for the following reasons:

* the price is considered to be ‘abnormally low’
* failure to submit requested information or failure to answer questions

Notwithstanding overall scoring (Price + Quality), [Guidance Enter name of grant applicant (Landowner/ organisation/ Agent/applicant)] reserve the right not to award a contract to the highest-scoring bid if it exceeds the available budget, in the event of Peatland ACTION Grant Funding being realised.

## Scoring

Scores awarded against the above weighted criteria will be on the following basis:

|  |  |  |
| --- | --- | --- |
| Evaluation | Description | Scoring |
| Excellent | Response is completely relevant and excellent overall. It is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides robust detail and innovation. | 4 |
| Good | Response is relevant and good. It is sufficiently detailed to demonstrate a good understanding and provides details on how the requirement will be fulfilled. | 3 |
| Acceptable | Response is relevant and acceptable. It addresses a broad understanding of the requirement but may lack details in how the requirement will be fulfilled. | 2 |
| Poor | Response is partially relevant but poor. It addresses some elements of the requirement but contains insufficient and/or limited explanation to demonstrate how the requirement will be fulfilled. | 1 |
| Unacceptable | Nil or inadequate response. It fails to demonstrate an ability to meet the requirement.  | 0 |

## Section Seven – Schedule of Works Quote

[Guidance; the list of techniques is taken from Q40 of the Peatland ACTION grant application. Delete all rows which are inapplicable and amend details as required.]

Please quote against all the tasks detailed below.

## Table Style [delete if not required]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Details | Unit Cost | Measurement | Cost |
| Text | Data | Data | Data | Data |
| Task | Data | Data | Data | Data |
| Dam | Data | Data | Data | Data |
| Gully reprofiling – single sided  |  |  |  |  |
| Gully reprofiling – double sided |  |  |  |  |
| Hag reprofiling  |  |  |  |  |
| Drain blocking  |  |  |  |  |
| Drain reprofiling  |  |  |  |  |
| Trench bund  |  |  |  |  |
| Surface bund  |  |  |  |  |
| Mini bund  |  |  |  |  |
| Peat bank reprofiling  |  |  |  |  |
| Wave dam  |  |  |  |  |
| Wave dam and reprofiling  |  |  |  |  |
| Drain block and reprofiling |  |  |  |  |
| Gully block and reprofiling  |  |  |  |  |
| Gully blocking |  |  |  |  |
| Gully baffle / groyne  |  |  |  |  |
| Gully blocking with stone spillways |  |  |  |  |
| Track  |  |  |  |  |
| Scrub removal  |  |  |  |  |
| Cross tracking  |  |  |  |  |
| Drain and furrow blocking |  |  |  |  |
| Forest mulching |  |  |  |  |
| Forest tree removal  |  |  |  |  |
| Stump flipping  |  |  |  |  |
| Micro erosion repair  |  |  |  |  |
| Geotextile |  |  |  |  |
| Mulch/brash  |  |  |  |  |
| Propagule transplant  |  |  |  |  |
| Sphagnum transplant |  |  |  |  |
| Seeding  |  |  |  |  |
| Turving |  |  |  |  |
| Data capture – measure the actual restoration work that has been carried out to the specifications of the Peatland Action data team. |  |  |  |  |
| Mobilisation costs |  |  |  |  |
| Travel/subsistence |  |  |  |  |
| Equipment hire (if appropriate, please specify) |  |  |  |  |
| Fuel  |  |  |  |  |
| Project management/reporting | [Guidance: providing detail here is useful to help avoid double funding] |  |  |  |
| Any other costs (please specify) |  |  |  |  |
| Total (Exc VAT) |  |  |  |  |
| Total (inc VAT) |  |  |  |  |

### Pricing Instruction

A fixed total cost should be provided, including cost breakdowns such as:

* days proposed for completion of project/delivery of service
* unit rates for each type of work (e.g. cost/m or cost/bund)
* Transport and mobilisation costs
* travel and subsistence costs, if applicable
* any other costs
* total excluding VAT
* VAT status.

## Section Eight – Resourcing Offer

Contractors must be available to commence work on this project as soon as possible on or after the start date outlined in Section Two and be confident that they can deliver all the respective work they have bid for by the stated deadline – the intended resourcing to meet this should be clearly demonstrated in the table below. Please include an estimated timetable for completion of the restoration works including demobilisation based on the Tender delivery dates required in Section Two.

The ability of tenderers to meet the timetable set out in this tender form part of the evaluation of quality criteria set out in Section Six

## Start and finish dates etc

|  |  |
| --- | --- |
| Question | Data |
| Start Date: |  |
| Finish Date: |  |
| Number of machines on site in each week: Week 1 |  |
| Number of machines on site in each week: Week 2 |  |
| Number of machines on site in each week: Week 3 |  |
| Hand labour resource required/ available:[guidance: delete if not applicable] |  |

## Type of machinery used

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Header Row | Machine type | All-up weight | Track width | Track length | Ground pressure rating (PSI) | Ancillary equipmentading |
| Machine 1 |  |  |  |  |  |  |
| Machine 2 |  |  |  |  |  |  |
| Machine 3 |  |  |  |  |  |  |
| Machine 4 |  |  |  |  |  |  |
| Machine 5 |  |  |  |  |  |  |
| Machine 6 |  |  |  |  |  |  |

## Section Nine – Tenderer Response – Quality Criteria

Tenderer to complete the table below.

### Introductory paragraph

Price/Quality ratio - Price (Commercial) 40%: Quality (Technical) 60% [guidance: weightings should reflect criteria in Section Six]

## Quality (Technical) award criteria A

|  |  |  |
| --- | --- | --- |
| A | The tenderer should demonstrate their understanding of the aims of the peatland restoration on this site and the Techniques specified, as well as their ability to work practically and sensitively on peatland sites | Weighting (25%) |
| A1 | Demonstrate your understanding of the requirements set out in this SoR, which may have been informed by a site visit. You might provide examples of similar projects you have delivered or detail other examples that you feel support your bid for this work. Include:A brief method statement for restoration techniques based on service requirements described above and on recognised sources of information (e.g. PA Technical Compendium; ‘Conserving Bogs - the Management Handbook’ etc) | Guidance: decide on the weighting between Questions A1 and A2, ensuring they add to the total for A |
| Tenderer Response | (Guidance: Type your response - provide references/links to any supporting relevant information) |  |
| A2 | Demonstrate an ability to work practically and sensitively on peatland/upland sites taking account of access, site conditions and sensitivities, including protected species. Provide details of how you will take the site designations and sensitivities into consideration in your methodology. You may wish to include examples of the sensitive management of comparable sites in similar environments. |  |
| Tenderer Response | (Guidance: Type your response - provide references/links to any supporting relevant information) |  |

## Quality (Technical) award criteria B

|  |  |  |
| --- | --- | --- |
| B | Level of relevant knowledge, skills and any comparable experience of the project team, particularly machine operators / (as detailed in supplied CVs etc.) This should also include any relevant training undertaken and training events attended. | Weighting (15%) |
| B1 | Please provide details (including brief CVs) for each member of project team you propose to use to deliver the requirements, highlighting their experience and specific skill set in relation to this project. If you intend (or may decide) to make use of collaborative arrangements, potential team members details should likewise be provided. High scores will be awarded for responses where staff skills and experience are most relevant to this contract with confirmation that the full resource required will be available for the duration of the contract. Please reference your responses to Section Eight. |  |
| Tenderer Response | (Guidance: Type your response - provide references/links to any supporting relevant information) |  |

## Quality (Technical) award criteria C

|  |  |  |
| --- | --- | --- |
| C | Timetable and delivery including risk management | Weighting (15%) |
| C1 | Please demonstrate your ability to adhere to the agreed timetable for delivery of the project (please reference your resourcing offer in Section Eight) and manage any risks to that delivery timescale. This should include details of how the risks to the delivery of the project would be managed, such as maintaining staffing cover, dealing with breakdowns and/or disruption due to adverse weather. |  |
| Tenderer Response | (Guidance: Type your response - provide references/links to any supporting relevant information) |  |

## Quality (Technical) award criteria D

|  |  |  |
| --- | --- | --- |
| D | Sustainability, fairness and additional benefits | Weighting (5%) |
| D1 | The tenderer should carry out the project in a manner that minimises negative impacts on the environment and supports sustainability, fair working practices & the local economy & community.This may include any information on e.g. use of bio-oils, sustainability of materials, any employment awards, provision of training opportunities, use of local services etc  |  |
| Tenderer Response | (Guidance: Type your response - provide references/links to any supporting relevant information) |  |

## Section Ten – Mandatory Criteria

[Guidance: Enter name of grant applicant] (Landowner/ organisation/ Agent) need to be satisfied that prospective suppliers are competent to undertake the work described and are able to evidence consideration of Health and Safety matters / procedures that may apply to the contract. These must, where applicable, address employee training and safety and any risks and hazards associated with the contracted work.

To evidence this please provide the following items listed in the table below.

[Guidance: exact insurance requirements should be detailed with the landowner/applicant and if additional insurance is required, this requirement should be added to the mandatory criteria]

## Table Style [delete if not required]

|  |  |  |
| --- | --- | --- |
| Mandatory item | Submission | Title of document submitted |
| M1: Provide a copy of your Public Liability insurance or other evidence of insurance cover (eg a broker’s letter). Minimum cover of £2M is required unless insurers advise that a greater level of cover will be needed.If sufficient insurance will not be taken until you are awarded the work explain how you will increase your cover and evidence this in advance of the works commencing. | Yes or No |  |
| M2: Provide a copy of your Employer Liability Insurance certificate or other evidence of insurance cover (eg a broker’s letter), demonstrating that adequate cover is in place. If sufficient insurance will not be taken until you are awarded the work explain how you will increase your cover and evidence this in advance of the works commencing. | Yes or No |  |
| M3: A copy of your Health and Safety Policy Statement | Yes or No |  |
| M4: A statement showing how you will manage Health and Safety on the site, including managing bogging incidents, and any generic Risk Assessments for the type of work you intend carrying out and (if applicable), any relevant COSHH assessments. | Yes or No |  |
| M4: Examples of a pollution prevention plan you have prepared for work in a similar environment and a relevant brief upland fire safety plan. (The successful bidder will be required to develop a pollution prevention plan specific to this site before work commences. This need not be provided at this stage). | Yes or No |  |
| M6: Details of machine operating certificates and first aid qualifications held by staff working on this project and indicate how you ensure these remain valid. | Yes or No |  |
| M7: A statement of your procedures for appraising the competence of any sub-contractor that you intend to use on the project (if applicable) and an indication of how any such opportunity will be tendered. | Yes or No |  |
| M8: Indicate that you are able to meet Fair Work First requirements. (The successful bidder will be required to provide evidence that they are progressing towards adopting the seven Fair Work First criteria. This need not be provided at this stage) | Yes or No |  |
| M9: Details of biosecurity protocols should be provided. (Please provide the name of the document, including pg number if applicable). All Contractors who undertake field work on this project must complete all relevant sections of a short e-learning module on biosecurity by the Non-native Species Secretariat (see [Annex C](#_Annex_C_–)). Indicate that you will able to provide a copy of the course certificate if you are the successful bidder. | Yes or No |  |
| M10: Indicate if you have run a CDM site previously and, if so, provide an example of your Construction Phase Plan (CPP) for that site. | Yes or No |  |
| M11: These works will be run as a CDM site, and the Contractor will fulfil the Contractor role under CDM. Indicate that you are happy to take this responsibility and will be able to provide an appropriate CPP for these works if you are the successful bidder.  | Yes or No |  |

If contractors fail to provide suitable information to evidence the above their tender may be regarded as non-compliant.

## Section Eleven – Tender Declaration

Dear Sir/Madam,

Quote for [Guidance: Entre name of Grant Applicant Landowner Organisation / Agent and site name] Peatland Restoration Project

I/We hereby confirm the I/we have read and understood this Statement of Requirements (and any accompanying documents) and are fully satisfied as to my/our abilities and experience in all respects to satisfy all the requirements stated therein.

I/We hereby offer to execute the detail of this Statement of Requirements and subsequent Contract with Full Terms and Conditions or further instructions that may be provided, for the Price(s)/Rate(s) detailed in my/our submitted Quote.

I/We confirm that any personal data provided to and/or obtained by NatureScot in connection with this tender and thereafter will be processed in accordance with [NatureScot’s privacy notice](https://www.nature.scot/about-naturescot/access-information-and-services/access-information/privacy-notice) which was provided to us/me prior to submitting this quote) or as otherwise specified herein.

I/We understand that this is not a NatureScot contract. The Contract with Terms and Conditions and all financial aspects will be between [Guidance: insert the Landowner/ agent] and the Preferred Contractor direct.

Signed..............................................................................................

Print Name.......................................................................................

Company..........………………..........................................................

Date.................................................................................................

## Annex A – Maps of site [and site photos]

Add widgets as required for your map / photos

**Site Map(s) [delete if not required]**

**Access Map(s) [delete if not required]**

## Image box [delete if not required]

## Annex B – Methodology and specifications

[Guidance: use this section to describe and highlight the methodology and specifications]

### Useful links to technical compendium and related videos:

* [Peatland restoration wave damming and zipping technique guide from CNPA](https://www.youtube.com/watch?v=7-sLyDqpzrc)
* [Peatland ACTION Technical Compendium](https://www.nature.scot/doc/peatland-action-technical-compendium)

* [Yorkshire Peat Partnership Restoration Guidance](https://www.yppartnership.org.uk/our-work/restoration)
* [Yorkshire Peatland Partnership Resources](https://www.yppartnership.org.uk/resources)
* [Moors for the Future Resources](https://www.moorsforthefuture.org.uk/our-resources)

The techniques described above reflect current best practice for the features found on this site, however there is always scope for development of techniques and novel approaches, so bidders may wish to bring forward other suggestions for consideration and agreement. You should consider quoting for the standard technique and separately for a novel technique if you are proposing this.

## Annex C – Biodiversity Requirements

All Contractors who undertake field work on this project must complete all relevant sections of a short e-learning module on biosecurity by the Non-native Species Secretariat. Access to online e-module - [NNSS webpage](https://www.nonnativespecies.org/online-training). You should generate your own login and password.

The biosecurity e-learning explains the importance of following good biosecurity when working in the field and provides guidance on how everyone can reduce their risk of spreading invasive non-native species, pests and diseases. The e-Learning should take between 20 and 40 minutes if all modules are completed. This training covers the following topics:

* why biosecurity is important;
* how non-native species, pests and diseases are spread;
* planning for biosecurity; and
* practising biosecurity in the field.

The successful bidder will be required to submit a copy of the certificate of completion for this course.

Note: Machines should be cleaned for biosecurity purposes before and after being mobilised to the site. This is to prevent the accidental spread of pests and diseases between sites

Disposal of any materials used in this process must be agreed with the Agent/Landowner/Designer to prevent contamination/destruction of habitat.

All visitors to the site should also use the Check, Clean, Dry method to ensure that boots and equipment are clean before visiting the site.

## Annex D – CDM requirements

The duties of holders of each CDM role are detailed in the Health and Safety Executive document ‘Managing health and safety in construction: Construction (Design and Management) Regulations 2015.

• A summary of duties under CDM 2015 is available from HSE

• Peatland ACTION guidance and [templates for CDM](https://www.nature.scot/doc/peatland-action-restoration-and-construction-design-and-management-regulations-2015)

### CDM documents

Pre-construction Information Document (PCI) and Design Risk Register will be provided to the successful contractor. The successful contractor should provide a Construction Phase Plan to the applicant prior to commencing work on site. This document tells the applicant (Client) how the contractor will manage health and safety through the construction phase of the project. It should contain details on how hazards like public access and contractor management will be dealt with, and also any measures taken in response to information which has been delivered in the PCI document. It should also discuss sub-contractor management (if appropriate), induction and site rules. [Templates and guidance](https://www.nature.scot/doc/peatland-action-restoration-and-construction-design-and-management-regulations-2015) is available on the Peatland ACTION website.

1. Based on[**Scottish Government Scottish Procurement Policy Note SPPN 6/2021**](https://www.gov.scot/publications/implementation-of-fair-work-first-in-scottish-public-procurement-sppn-6-2021/) published 24 September 2021 [↑](#footnote-ref-1)