



INVITATION TO TENDER

PROJECT BRIEF

(Dogfen hefyd ar gael yn Gymraeg)

Title

Invitation to tender for the provision of peatland restoration works at Dol-Ilech, Capel Curig, LL24 0EU (SH714602).

Timescale

Period 15/09/2022 to 31/12/2022

Brief description of goods and services required

Provision of peatland restoration works for Snowdonia National Park Authority (SNPA) on behalf of the National Peatland Action Project (NPAP). The works will be carried out at Dol-Ilech, a blanket bog on the slopes leading up to the Llyn Cowlyd reservoir. The site is drained by nearly 30km of old ditches, some of which have naturally blocked in places, while others remain open and flowing (see map below). Restoration of the site will be accomplished by blocking and re-profiling these ditches.

The following documents are enclosed and must be, where applicable, completed and signed on behalf of the supplier:

Document A	Instruction and Terms & Conditions
Document B	Specification of Goods / Services
Document C	Company Information
Document D	Attachments
Document E	Form of Offer and References
Document F	Certificate of Bona Fide Offer

Contract value

A realistic costed breakdown of activity, including expenses and expected duration of works is expected. Suppliers may also include additional services / benefits that might add value to the project. It is highly recommended that prospective contractors carry out a site visit prior to submitting a tender.

Funding information

The contract will be financed by Snowdonia National Park Authority through funding from the National Peatland Action Programme.

Application

Your tender response should be **posted in a sealed envelope** to the Snowdonia National Park offices by **12:00 noon on Wednesday 21st September 2022**. Please see the instructions below for details.

Only tenders submitted in accordance with the Terms and Conditions will be considered. Any tenders that are incomplete, or received after the time indicated may be disregarded.

If you require any further information or clarification regarding this tender prior to tendering please contact Rachel Harvey, Peatland Officer, on rachel.harvey@eryri.llyw.cymru or **07464 292647**. Suppliers should ensure that their tenders are clear and concise and are advised that any approaches to the SNPA following the opening of tenders could lead to disqualification.

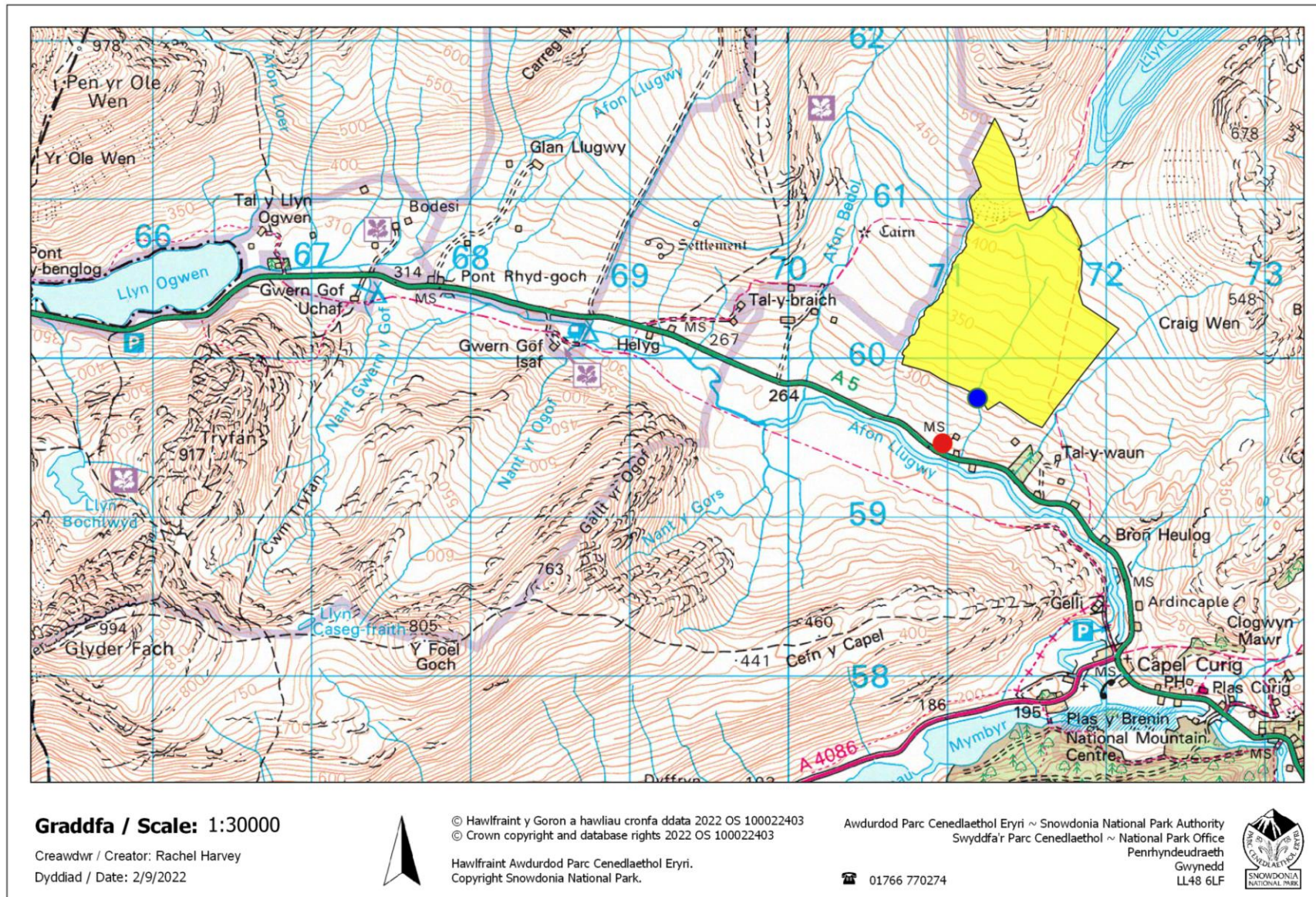


Figure 1 | Site Location: The site is on the southern edge of the Carneddau mountain range and is accessed from the main A5 road between Capel Curig and Ogwen. There is a water works (marked with a red dot on the map) that provides easy parking, and the site can be accessed through the gate at the blue dot. There is also a right of way along the eastern edge of the site (pink dashed line).

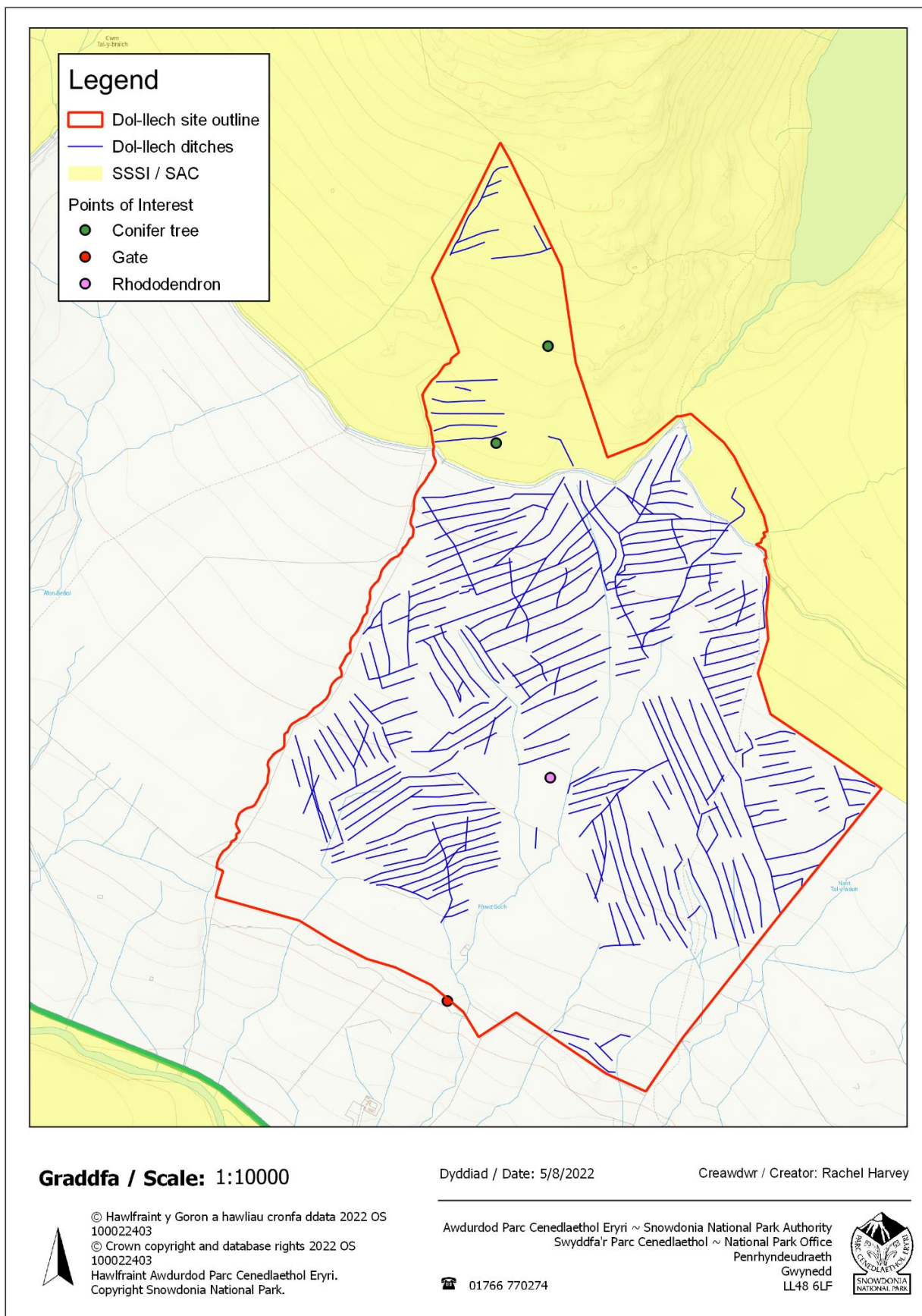


Figure 2 | Site Details: The site is drained by nearly 30km of ditches. Many of these ditches have blocked in places, but many still remain open. Most of the ditches are steep sided, but depth can vary between ditches and a site visit is advised before providing a quote. A small handful of small Sitka spruce trees and rhododendron bushes can also be found on site.

DOCUMENT A

INSTRUCTIONS AND TERM & CONDITIONS

INSTRUCTIONS

1. This document is designed to be completed electronically before being printed and posted in. You are required to mark boxes, insert information or submit additional documentation in response to the questions herein. Whilst the text boxes should expand as you add text, if there is insufficient space for your response please attach a separate document clearly marked with the name of your Company, the reference number and the number(s) of the question(s) to which it relates. Please provide copies of insurance documents, valid first aid certificates, risk assessment and methods statement with Document E. Please sign this document at the end of Document F.
2. If you are unable to comply with a request for information or provide documentation requested, then a written account explaining the absence of the information must accompany the return of this tender. Please be aware that the failure to respond to any of the questions, without a written reason, may result in a negative evaluation of that element within the overall evaluation of this questionnaire.
3. All tenders must be received by Snowdonia National Park Authority by **12:00 noon on Wednesday 21st September 2022**. Tenders must be **submitted by post** in a sealed envelope **labelled with "Tender, Do Not Open – Dol-Ilech peatland - NPAP"** and addressed as follows:

FAO Director of Corporate Services
Snowdonia National Park Authority
National Park Offices
Penrhyndeudraeth
Gwynedd
LL48 6LF

The tender may be completed in Welsh or English. Please allow sufficient time before the deadline for postage.

4. Tender Evaluation Process:

Timetable

Invitation to Tender document sent out	05.09.2022
Tender documents to be returned	21.09.2022 (12:00 noon)
Award of contract	23.09.2022
End of contract	20.12.2022
Invoice deadline	31.12.2022

Tenders that fail to meet essential requirements may be excluded from consideration

Tenders that fulfil essential requirements will be evaluated on the basis of the weightings detailed below:

Criterion	Weighting
Specification Delivery – this will be assessed by whether or not the specification can be met and the details of methods used	40%
Tender price	40%
Relevant experience	15%
Ability to complete within the time scale	5%

SCORING MATRIX FOR QUALITY CRITERIA

Quality Scoring Matrix (Minimum Threshold = 3)			
Capability	Evidence Provided	Score	Remark
Bidder is likely to be able to meet the needs of the Authority.	Evidence is consistent, comprehensive, compelling, directly relevant to the project in all respects and highly credible (by being substantiated by independent sources where possible.)	10	Absolute Confidence
	Evidence is sufficient (in qualitative terms), convincing, and credible.	8	Confidence
Small risk that bidder will not be able to meet the needs of the Authority.	Evidence has minor gaps, or to a small extent is unconvincing, lacks credibility or irrelevant to the project.	6	Minor Concerns
Moderate risk that the bidder will not be able to meet the needs of the Authority	Evidence has moderate gaps, is unconvincing.	4	Moderate Concerns
Significant risk that the bidder will not be able to meet the needs of the Authority.	Evidence has major gaps, is unconvincing in many respects, lacks credibility, or largely irrelevant to the project.	2	Major Concerns
Bidder will not be able to meet the needs of the Authority.	No evidence or misleading evidence.	0	Not acceptable

TERMS & CONDITIONS

1. The SNPA may require supplementary information or clarification or further evidence of the information given. The SNPA may wish to visit reference sites given as evidence of relevant experience.
2. The ability of suppliers may be determined by, amongst other factors, references, certification and site visits.
3. Please answer the questions specifically for your company, NOT for the group if you are part of a group of companies. Please note the term "Company" refers to: Sole proprietor, partnership, incorporated company, co-operative, or voluntary organisation as appropriate.
4. No charge will be made to the SNPA by applicants for any preparation costs accrued during the tender process, whether the applicant was successful or not.
5. You are invited to submit your best offer for the work as detailed below. The SNPA reserves the right to undertake post-tender negotiations.
6. It should be noted that in any formal contract that is subsequently entered into, reference will be made to the detailed information provided in the formal response to this tender document provided by the successful organisation. Thus answers and information given in your reply will become a binding part of the contractual relationship between yourselves and the SNPA.
7. The SNPA does not bind itself to accept the lowest or any Tender, and reserves the right to accept only part of a Tender. The SNPA reserves the right to procure individual elements of the required solution from one or more supplier as appropriate.
8. Whilst the SNPA aims to provide feedback on failed submissions this may not always be possible, and the SNPA is under no obligation to do so.

DOCUMENT B

SPECIFICATION OF GOODS / SERVICES

The information below is a statement of minimum requirements and is not intended to limit creative or original thinking in the preparation of proposals.

INFORMATION ON THE SITE

Healthy peatlands provide a range of important benefits; they store huge amounts of carbon, reduce flood risk, and provide habitat for wildlife and stunning landscapes for people to enjoy. However, many peatlands in the UK are in poor condition, with an estimated 78% of peatlands in Wales in 'unfavourable condition'. Therefore it is important that they are restored back to a healthy state that enables them to provide for society in the long-term.

Dol-Ilech (SH713609) is a blanket bog on the southern edge of the Carneddau, gently sloping up to Pen Llithrig y Wrach and Llyn Cowlyd. At 124.3ha, it is a large site criss-crossed by 29,980m of artificial ditches. These ditches are currently un-managed so although some ditches have become naturally blocked, many remain deep, steep-sided and, in some cases, fast flowing. Coupled with the dominance of tall *Molinia* grass, the site is difficult to navigate and can be dangerous for people and livestock alike. Furthermore, the ditches contribute significantly to the drainage of the site, potentially draining up to 88ha of peatland. Blocking these ditches will help re-wet the peat, reducing carbon losses, and promoting healthy peatland communities and function. It will also make the site significantly safer for livestock.

THE RESTORATION WORK

The works to be carried out in autumn 2022 will largely focus on blocking the 29,980m of ditches on the site. The peat on site is deep enough to block the ditches using peat dams, and the ditches must be re-profiled between each dam to make the site safe for livestock. There is also one small area where recent high water running through converging ditches has eroded part of the site and left steep edges about two metres high and around 30m in length – these edges will also need to be re-profiled.

While the site has been well surveyed and checked, it is difficult to see the ditches through the deep vegetation. Therefore, there is a chance that some ditches have been missed, or that some ditches marked may be blocked in small sections between the survey points. **It is advisable to visit the site before making a quote.**

During the survey, a handful of small Sitka spruce trees and rhododendron were discovered. If possible, wherever these are discovered while working on the ditches or while travelling between ditches they will be pulled up and discarded.

ACCESS TO THE SITE

Access to the site is from a water station just off the A5 between Capel Curig and Ogwen. Parking for a few vehicles can be found next to the water station at SH710595. The site is then accessed through a gate from the car park (to the left of the water station), up or around a small rise, and crossing a small stream before reaching the gate to the site at SH711597. Although the stream is small, it may be advisable to use bog mats to cross it lower down.

Once on site, there are several large, steep-sided streams / rivers running off the site, so care must be taken navigating around these, particularly in the lower sections of the site. Near the top of the site there is a concrete leet, which feeds the nearby reservoir. There are two narrow bridges that can be used to access the ditches north of the leet, but they may not be suitable for larger machines.

It is advisable to see the two bridges and the access routes on a site visit.

CONTRACTOR SITE VISIT

It is highly recommended that a site visit is conducted prior to submitting this tender application. The land is open access and accessible from the road. Please access the site by foot only. If you would like to find out more about access or about the site, please contact Rachel Harvey on rachel.harvey@eryri.llyw.cymru or 07464 492647.

SPECIFICATIONS (PLEASE COMPLETE EACH BOX OR ATTACH AN EXTRA DOCUMENT)

1. The management of water flow across the site by blocking an **estimated 29,980m** of ditches across the site. Dams will include a small spillway, where appropriate, to allow the water to flow sideways into the peat body, away from the drain. The on-site peat resource is the favoured material to work with on site where practical. Technical specification documents such as those produced by the Yorkshire Peat Partnership can aid and give ideas in this regard (<https://www.yppartnership.org.uk/our-work/restoration-techniques>).

Are you able to meet this specification in full?

If so please give details below. If not please state any differences in service offered.

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

2. Re-profiling of the edges of ditches between dams and a small, eroded area (approximately 30m of steep edges). Technical specification documents such as those produced by the Yorkshire Peat Partnership can aid and give ideas in this regard (<https://www.yppartnership.org.uk/our-work/restoration-techniques>).

Are you able to meet this specification in full?

If so please give details below. If not please state any differences in service offered.

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

3. The contractor is to ensure that as little exposed peat as possible is visible on completion of any rewetting or peat-moving feature, and that no permanent erosion is caused by conducting the works. Furthermore, the contractor is to remove any Sitka spruce trees found during the works and to mark the location of any *Rhododendron ponticum* bushes found on site.

Are you able to meet this specification in full?

If so please give details below. If not please state any differences in service offered.

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

4. Means of access to and from the site will use sufficient means to prevent damage to access routes, habitats and terrain along the access route to the site, including by access on ATV's or quad bikes.

Are you able to meet this specification in full?

If so please give details below. If not please state any differences in service offered.

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

5. Completion of this work should be affected using at least one excavator, not exceeding 10 tonnes and on low ground pressure tracks. The approach is flexible but be aware that this site is predominantly blanket bog and ground pressure exerted must be minimised as far as possible, it is recognised that larger features will require the reach offered by larger machines. You should justify your choice of machine(s) for these jobs.

Are you able to meet this specification in full?

If so please give details below. If not please state any differences in service offered.

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

6. The contractor will have measures in place for safely re-fuelling the machinery used on site, avoiding environmental contamination and danger to the contractor(s) and the public. Ideally a fuel pump will be used to re-fuel. Please provide information on re-fuelling measures and spillage protocols. Furthermore, the contractor will follow health and safety guidelines to avoid danger to both contractors and the general public.

Are you able to meet this specification in full?

If so please give details below. If not please state any differences in service offered.

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

7. The Contractor will complete the work within the specified time frame. Works at the site will be completed by 20/12/2022 and SNPA will be invoiced before 31/12/2022.

Are you able to meet this specification in full?

If so please give details below. If not please state any differences in service offered.

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

8. The Contractor will complete this work as a self-employed contractor or limited company. They will indemnify Snowdonia National Park Authority against any costs, claims or demands arising from the carrying out of the Management Works or any breach of the conditions of this work on the part of the Contractor that can be reasonably held to be the responsibility of the Contractor. The Contractor is required to produce evidence of public liability insurance and employers' liability insurance in respect of the works being undertaken to a minimum of £5,000,000.

Are you able to meet this specification in full?

If so please give details below. If not please state any differences in service offered.

Specification met? Yes ☐ / Part met ☐ / No ☐ (tick as appropriate)

Details

DOCUMENT C

COMPANY INFORMATION

1	Company name
	Registered Name Trading Name (if different)

2	Correspondence Details
	Name of person applying on behalf of the company Address: Telephone: Mobile: Email:
	<u>Registered office Address (if different from above)</u>

3	Company Registration
	Company Registration No (if applicable) VAT registration number (if applicable) Certificate of Incorporation number

5	Company structure and nature of company
	Please outline the nature of the company, whether it is a partnership, sole trader, plc etc. Is the company proposed as party to the contract part of a larger organisation? If so please explain the relationship between the various parts of the organisation, up to the ultimate holding company. Current number of full time equivalent staff currently employed by the company (not larger parent company)

DOCUMENT D

ATTACHMENTS

1	Insurance				
	Insurances (please tick and supply copy of each certificate where appropriate)				
		Insurer	Policy No	Value of Cover	Expiry Date
	Employers Liability				
	Public Liability				
	All Risks (if applicable)				

2	First Aid		
	Please list qualified first aiders that will be working on the site and the date and type of their last first aid course (please supply a copy of each certificate)		
	Name	Date of last course	Type of first aid (e.g. REC Outdoor, First Aid at Work, FAW+F)

3	Risk assessment		
	Please provide a copy of your risk assessment for the contract.	Attached:	Y / N

4	Methods statement		
	Please provide a copy of your methods statement for the contract.	Attached:	Y / N

DOCUMENT E

FORM OF OFFER AND REFERENCES

COST

Fill in specifications as required and please provide estimate of number of days. 'Total Cost' is a mandatory field.

Specification 1 (<i>ditch blocking</i>)	£	+ VAT
Number of 8-hour equivalent days:		
Specification 2 (<i>ditch re-profiling</i>)	£	+ VAT
Number of 8-hour equivalent days:		
Specification 3 (<i>care of site, removing Sitka</i>)	£	+ VAT
Number of 8-hour equivalent days:		
TOTAL cost for providing services, as outlined in specifications (Document B)	£	+ VAT
TOTAL number of 8-hour equivalent days:		

PROPOSED PROJECT TEAM

Please indicate personnel expected to carry out management and delivery of this contract with SNPA and their areas of responsibility. Include technical qualifications and details of experience. (Attach separate document if needed)

AFTER SALES SERVICE

Please indicate details of any warranty period associated with the works, and how any such work will be carried out. Include details of contingency planning in case of disaster (such as fire, strikes, flooding, snow etc). (Attach separate document if needed)

REFERENCES

Suppliers are requested to provide details of up to three references from their existing clientele. Attach additional documents if required. In supplying this information, Suppliers shall have granted SNPA permission to seek such information as deemed necessary, in relation to the Suppliers performance with their nominated references.

Reference 1

Company Name		
Address		
Telephone No		Ext
Email		
Contact		Dates of work
Nature of work done		Value of contract

Reference 2

Company Name		
Address		
Telephone No		Ext
Email		
Contact		Dates of work
Nature of work done		Value of contract

Reference 3

Company Name		
Address		
Telephone No		Ext
Email		
Contact		Dates of work
Nature of work done		Value of contract

DOCUMENT F

CERTIFICATE OF BONA FIDE OFFER

We certify that this offer is made in good faith, and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not:

- 1 a) communicate to any person other than the person inviting these offers the amount or approximate amount of the offer or proposed offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain insurance quotations required for the preparation of the offer;
 b) enter into any agreement with any other person that they shall refrain from making an offer or as to the amount of any offer to be submitted;
- 2 pay, give or offer or agree to pay or to give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any offer or proposed offer for the goods/services any act or thing of the sort described in 1 a) or 1 b) above.

We acknowledge that if we acted or shall act in contravention of this certificate, SNPA will be entitled to cancel the agreement and to recover from ourselves the amount of any loss and expense resulting from such cancellation.

I state that everything in this tender submission is truthful, that if found to be untruthful SNPA can terminate any agreement between SNPA and the company formed on the basis of this tender, and we will pay to SNPA any loss or expenses SNPA suffers as a result of such untruthfulness, whether an agreement is entered into or not.

In this certificate, the word “person” includes any persons and any body or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal, and whether legally binding or not.

Signed	
On behalf of	
Date	

Please note: a name added in an electronic document is functionally equivalent to a signature.