

MFF 166 2025-2027

Supply and delivery of seed

Invitation to Tender for the supply and delivery of grass and specialist seed in the Peak District and South Pennines.

Prepared by:



Moors for the Future Partnership

2025

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Section I: Contract objectives and detailed conditions

Part A

Contract objectives

1. This Invitation for Tender (“ITT”) is to supply and deliver seed as a mix of grass blended to an agreed ratio, or as individual species (“the Seed” or “the Material”) to Delivery Sites in the north of England, UK.
2. The Contract Period shall be 12th January 2026 to 15th September 2027.
3. The Seed or Material for the purposes of this Tender is the seed as specified in Part B.
4. The spreading of the Material is the subject of separate contracts.

Part B Specification

1. Seed species

- 1.1. The Authority requires Seed suitable for being sown as a nurse crop for peatland restoration projects in the Peak District and South Pennines uplands. The Sites being seeded:
 - 1.1.1. have a very low nutrient level and pH;
 - 1.1.2. are at an altitude of 350-650 m with considerable wind exposure;
 - 1.1.3. are subject to very low winter temperatures, and;
 - 1.1.4. experience high annual rainfall.
- 1.2. The Authority requires the following species to be components of its nurse crops.

Turf grass species

The purpose of the turf grasses is to establish quickly on bare peat soils that have been treated with lime and fertiliser, to stabilise the soil and to temporarily provide more favourable conditions for native moorland species to re-colonise. Each of the turf grasses has a slightly different function in the restoration process. Fine-leaved grasses with low growth forms are considered to be best suited to the Authority’s Sites. Tenderers are requested to recommend other grass species or varieties that may fit the Authority’s requirements.

- Perennial rye-grass (*Lolium perenne*) – 3 separate, named varieties of fine-leaved amenity rye grass. These should have low nutrient requirements, high stress tolerance and germinate quickly;
- Fine-leaved sheep’s fescue (*Festuca longifolia*) – 1 variety. This should be drought-resistant;
- Sheep’s fescue (*Festuca ovina*) – 1 variety. This should be drought-resistant;
- Common bent (*Agrostis capillaris*) or highland bent (*Agrostis castellana*).

Moorland species

The moorland species are those intended to establish within the nurse crop and persist after the nurse crop has died off.

- Wavy-hair grass (*Deschampsia flexuosa*).

2. Seed mix

- 2.1. The Seed should be selected as individual varieties and blended to an even mix by the contractor.
- 2.2. Assuming the turf grass species given above are used, the Authority requires the application rate per hectare to be as follows:

Species	Application rate (kg/ha)
<i>Lolium perenne</i> var. 1	7
<i>L. perenne</i> var. 2	7
<i>L. perenne</i> var. 3	7
<i>Festuca longifolia</i>	10
<i>F. ovina</i>	14
<i>Agrostis capillaris</i> or <i>castellana</i>	4
<i>Deschampsia flexuosa</i>	1
Total	50

2.3. If other species are recommended and accepted, the proportions of each of the grass varieties must be altered accordingly.

3. Seed quantities

3.1 The quantity of Seed required in 2025-26 is up to 1500 kg

3.2 The quantity of Seed **estimated** to be required in 2026-27 is 4000kg. It is expected (but not guaranteed) that this will be confirmed by May 2026.

4. Application

4.1. The majority of the Seed will be spread by hand, however the Seed may be spread by helicopter. It should be of good quality, suitable for aerial hopper application and contain no filler materials.

5. Packaging of the Material

5.1. The Material packaging will be confirmed by purchase order.

5.2. The Authority will require the Material to be supplied in lined sacks of 20 kg or as specified by the Nominated Officer.

5.3. The Material will be handled multiple times because of the remote nature of the Sites. The Tenderer should ensure the packaging is sufficiently robust for handling multiple times.

5.4. Material not supplied as specified on the Purchase Order will be rejected and will have to be promptly removed and replaced at the Contractor's expense.

5.5. The Material must be stored by the Contractor at the Contractor's cost until the dates of Delivery are provided by the Nominated Officer. The Contractor must ensure as a minimum standard that any Storage Site is secure and wind and watertight and ensure all Materials are fit for purpose as set out in this ITT.

6. Contract Delivery

6.1. During the contract the Authority shall by Purchase Order and Delivery Schedule notify the Contractor of the amount of seed it shall require. The Contractor will specify the lead in time as part of their Method Statement and the Authority will factor this in as part of the Delivery Schedule.

6.2. The Authority will provide the Contractor with a Delivery Schedule to work to during each year of the contract. This will provide purchase order numbers, quantities of Seed required, and Delivery Site.

7. Delivery Sites

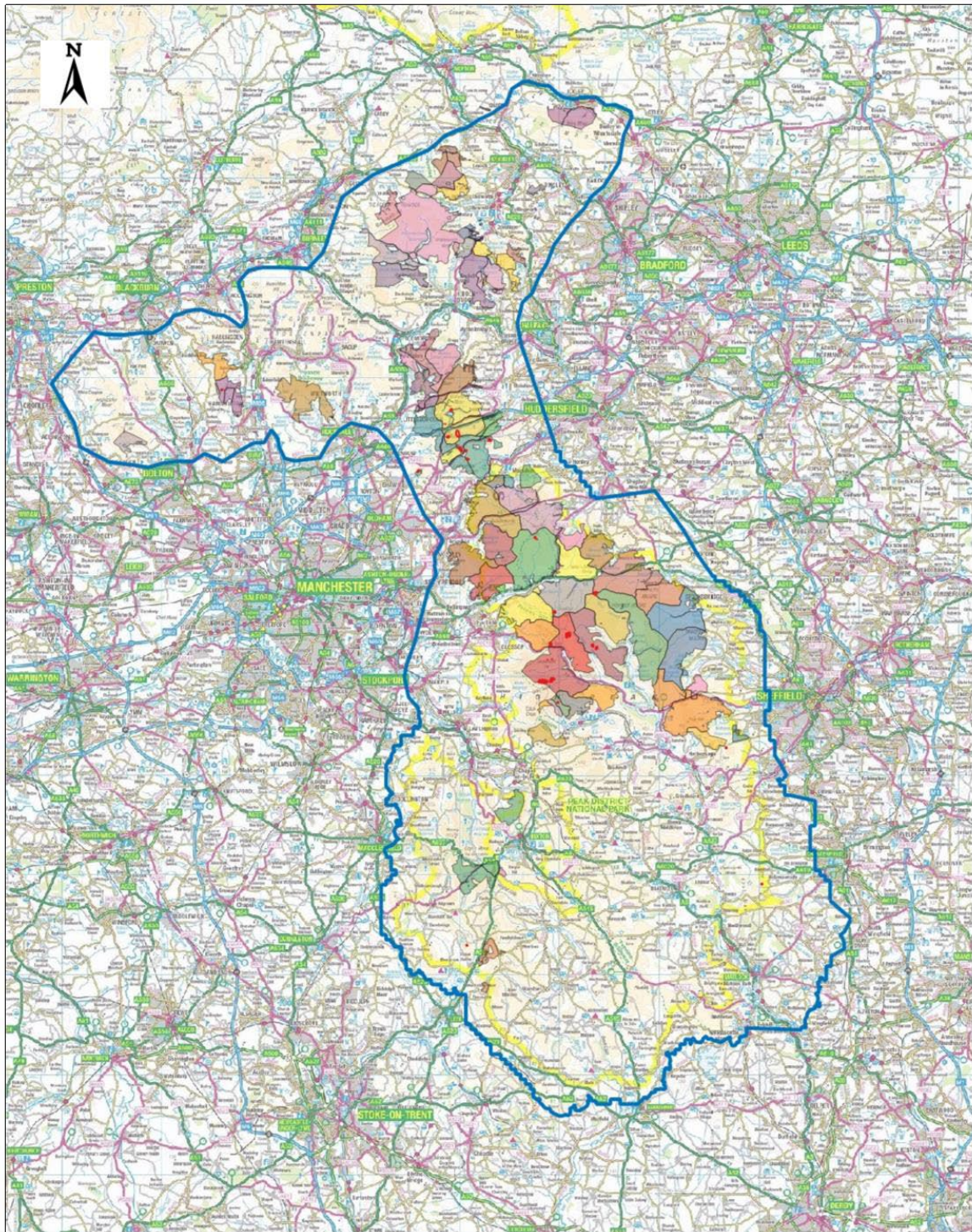
7.1. The Authority will require the Material to be delivered to the Authority's other contractors. This will be multiple different locations. It is anticipated that there will be 4-6 separate delivery locations per year and Seed may be required at different times therefore one single delivery may not be possible.

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- 7.2. Locations of Delivery Sites will be confirmed by Purchase Order. For the purposes of pricing Supply and Delivery for this Tender, the Tenderer should assume that deliveries will be made within the area indicated on **Location Map 1**.
 - 7.3. Some of the Delivery Sites may be inaccessible by heavy goods vehicles.
 - 7.4. The successful Tenderer will need to liaise with the Authority's contractors to arrange Delivery of the Material, giving at least 48 hours' notice of Delivery.
 - 7.5. Responsibility for the Material remains with the Contractor until it has delivered and unloaded the Material at the Delivery Site.

8. Timing of Project Delivery

1. Target Contract Commencement Date: 12th January 2026
2. Seed will generally be spread between 15th February and 31st March but sometimes another spreading window is used between 15th August and 15th September.
3. Anticipated Works delivery periods:
 - 3.1. Year 1 – 1st February 2026 – 15th September 2026
 - 3.2. Year 2 - 1st February 2027 – 15th September 2027
4. All Supplies are to be carried out at the direction of the Nominated Officer to coincide with other carefully timed contracts.
5. The Contractor must adhere to the Delivery Schedule agreed. It is essential that the Supplies are carried out in accordance with the Delivery Schedule. In the event the Contractor is in breach of this provision (save where such breach arises wholly from the negligence of the Authority or its other contractors) the Authority reserves the right to treat such breach as a material breach for the purposes of the **Clause 39** of the Terms and Conditions of contract (**Appendix 5**).
6. The Delivery Schedule will be notified to the successful Contractor at the pre-contract meeting and shall form part of the Contract.
7. The Authority may vary such Delivery Schedule on notice to the Contractor. If such variation occurs at any time during the contract period the Authority shall use reasonable endeavours to give the Contractor at least 48 hours prior notice. Any such variation shall not be treated as a Contract Variation.

Figure 1. Location Map 1



0 5000 10000 15000 metres

Title:
MFFP Core working area

Date: 11 May 2020 Drawn by: Straton Philip

Itemised Costs

The Itemised Costs form is supplied as a separate Excel spreadsheet in Appendix 1. Tenderers should complete the form and submit it with the Tender submission in XLSX and PDF format

Section 2 Tender Submission Requirements and Invitation to Tender (supplies)

INVITATION TO TENDER

Tenders should be submitted in accordance with the following instructions and submitted alongside the following items on the tender return checklist:

You tender will be evaluated against the provision of these items as summarised below.

- Appendix 1 Itemised Costs spreadsheet xls and pdf
- Appendix 2 Form of Tender pdf
- Appendix 3 Tender questionnaire (including Section 5 Quality Criteria Questions) pdf
- Appendix 4 Non-collusive tendering certificate pdf
- Any other documentation which demonstrates the quality criteria required

1. Basis of Tenders

Tenders are being invited on an open award procedure.

2. Scope

Tenders are being invited on the basis of undertaking the whole of the supply of the Materials. However, the Authority reserves the right to split the award into packages.

3. Contract Period

Tenders are invited for the period of a single task.

4 Invitation to Tender (ITT)

- 4.1 The Authority is seeking tenders from suitably experienced and equipped Supplier to supply the Materials.
- 4.2 The Materials required are set out in the Specification.

5 Queries about this ITT

- 5.1 Suppliers are advised to study the ITT Authority. These documents should be read and their true intent and meaning ascertained before submitting a Tender.
- 5.2 Any queries concerning the information contained in the ITT should be sent to:
Katy Thorpe

Email: Katy.Thorpe@peakdistrict.gov.uk

By 4pm on Friday 5th December 2025

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- 8.3. There should be no other contact with the Authority on this matter. Any direct contact may result in your exclusion from this ITT. Following submission of the Tender return, an opportunity may be given for suppliers to make a presentation to the Authority.
- 8.4. Please be aware that your query, together with our response may, to ensure transparency and fairness, be circulated to all undertakings expressing an interest on an anonymised basis. If you consider that your query discloses commercially confidential information you must, with or upon your query, clearly indicate which information you consider is commercially confidential and why. The Authority will then exclude this information from any circulation. Blanket statements indicating commercial confidentiality will be ignored.

9. Errors in completed tenders

The Supplier shall be deemed to have satisfied itself before submitting its Tender as to the correctness and sufficiency of its Price.

10. Sufficiency of Tender

- 10.1. The Supplier shall be deemed to have undertaken all inspections, examinations and all other enquiries reasonable or necessary in connection with the terms and subject matter of the Tender. The Supplier acknowledges and confirms that it has the requisite expertise, experience and equipment to perform its obligations under the Contract. The Authority will not accept and shall not be liable for any claims that are based upon a Supplier's failure to obtain or have due regard for any information necessary to prepare a fully compliant and complete tender.

11. Period of Validity

- 11.1. Suppliers are required to keep their tenders valid for acceptance for a period of 3 months from the Tender Return Date.

12. Tendering procedure and submission requirements

- 12.1. **THE DEADLINE FOR RECEIPT OF TENDERS IS 17:00 ON Sunday 7th December 2025.**

Tenders must be submitted by e mail to Tenders@peakdistrict.gov.uk

By 1700 ON Sunday 7th December 2025 (Tender Return Date)

The following, and only the following, must be used in the subject line:

REF: MFF 166 2025-2027 Supply and delivery of Seed

All attachments must be in pdf form

No information must be included in the covering e mail apart from the identity of the sender and a list of attachments

- 12.2. It is the Supplier's responsibility to ensure that its Tender complies with the submission requirements and is received by the Authority by the date and time set out. The Authority accepts no responsibility for any problems arising from the Authority's or the Supplier's IT software, infrastructure, input or internet connectivity, the security of or access to the internet, the capability or capacity of the Authority's or the Supplier's email systems or Supplier's failure to check their email system for correspondence received from the

Authority about this Tender. Suppliers must note that the current maximum size of any email receivable by the Authority is 10mb. It is the responsibility of the Supplier to ensure that its Tender is received by the Authority. Suppliers are strongly advised not to submit their Tender immediately before the tender return deadline.

12.3. The time and date displayed by the server clock within the Authority's system shall be the standard upon which compliance with tender submission deadlines shall be determined.

12.4. Submission documents:

12.4.1. The Tender shall be made on the Form of Tender at **Appendix 2**. It must be fully completed and signed on behalf of the Supplier, submitted to us in pdf format and accompanied by:

12.4.1.1. Tender Questionnaire at **Appendix 3** fully completed and signed on behalf of the Supplier submitted to us in pdf format and accompanied by any documents referred to therein

12.4.1.2. Non-collusive tendering certificate at **Appendix 4** signed on behalf of the Supplier and submitted to us in pdf format;

12.4.1.3. Analysis of resources;

12.4.1.4. Itemised costs at **Appendix 1**;

12.4.1.5. Details of any part of the supply of the Materials to be sub-contracted.

12.4.2. Only one Tender is permitted per Supplier. If a Supplier submits more than one Tender, only the one with the latest time and date of receipt noted (provided that this is prior to the tender deadline) will be evaluated, any other Tenders will be disregarded.

12.4.3. The Authority reserves the right to issue supplementary documentation at any time during the Tendering process to clarify or amend any aspect of the ITT or any of the documents referred to in the ITT. All such further documentation shall be deemed to form part of the ITT and shall supersede any part of the ITT to the extent indicated.

12.5. No tender received after the deadline for receipt of tenders stipulated above shall be considered **under any circumstances**.

12.6. The Authority reserves the right to seek clarification from Suppliers to assist in its consideration of Tenders. This will not however be an opportunity for Suppliers to add to or supplement their tender.

13. Sub-contracting

13.1. When submitting its Tender, the Supplier must notify the Authority of any elements of the supply of the Materials that it proposes to sub-contract.

14. Evaluation:

14.1. Tenders will be evaluated against the Tender Questionnaire which will be scored on a pass/fail basis. Any Tender that scores "Fail" against any of these requirements may be deemed non-compliant and rejected without further evaluation.

14.2. Bidders will be selected based on an evaluation using the criteria set out below:

1. Price (70% of the total score value);
 - $70 \times (\text{Lowest Tender Price}) \div (\text{Supplier X's Price})$
2. Quality criteria (30% of the total score value):
 - Quality Criteria 1 – (20% of the total score value)
Experience, past Performance and ability to supply Materials to meet the contract objectives and specifications

- Provision of evidence detailing previous relevant experience of supplying the seed species as set out in Contract Objectives
- Provision of references for above
- **Quality Criteria 2 – (10% of the total score value)**
Technical and Delivery Capability
 - Provision of methodology and production schedule detailing how you will meet the Contract Objectives and Specification

Criteria	Weighting	Evaluation Criteria
Price	70%	70 x (Lowest Tender Price)÷(Supplier X's Price)
Quality Criteria 1	20%	4 x score (see table below)
Quality Criteria 2	10%	2 x score (see table below)

14.3. Tenderers scores for Quality and Price will then be added together to produce an overall score and the Tenderer with the highest overall score will be awarded the contract.

14.4. Rejected or eliminated tenders will not be scored.

15. Award of Contract

15.1. The successful Supplier will be required to promptly execute and return to the Authority a contract incorporating the Conditions and until such execution the successful Tenderer together with the Authority's written acceptance shall constitute the Contract.

16. Obligations

16.1. Parties proposing to submit a tender are advised to ensure that they are familiar with the nature and extent of their obligations if their Tender is accepted.

17. Accuracy

17.1. Information supplied to Suppliers by the Authority (whether in these documents or otherwise) is supplied for general guidance in the preparation of tenders. Suppliers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Authority for any inaccurate information obtained by Suppliers.

18. Confidentiality

18.1. All information supplied by the Authority in connection with the Invitation to Tender shall be regarded as confidential by the Supplier except that such information may be disclosed for the purpose of obtaining quotes and/or professional advice necessary for the preparation of the Tender provided that a condition is imposed in similar words to this paragraph upon any person to who disclosure is made.

19. Canvassing

19.1. Suppliers face automatic disqualification if they canvass for the supply of the Materials by approaching any Member or Officer of the Authority with a view to gaining more favourable consideration of their tender. Suppliers should state whether Members or Officers of the Authority have any direct or indirect interests in their organisation.

20. Transparency

- 20.1. The Supplier in submitting its Tender agrees and accepts the Authority in complying with its obligations under the government's transparency agenda, which requires the Authority to publish the Tender Questionnaire and the ITT and the contract signed with the winning Supplier (the "Contract"), including the name of the supplier; the date on which the contract was entered into; the value of the contract; and whether the supplier is a SME or VCSE. The Supplier gives its consent for the Authority to publish the text of the Contract, and any schedules to the Contract in its entirety, including from time to time agreed changes to the Agreement, to the general public in whatever form the Authority decides.
- 20.2. The Supplier in submitting its Tender will acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act ("the Act") the text of the Contract, and any schedules to the Contract, is not confidential information except to the extent specifically stipulated in the Contract. The Authority shall be responsible for determining in its absolute discretion whether any part of the Contract or its schedules is exempt from disclosure in accordance with the provisions of the Act.

21. Quality Criteria responses will each be marked against the following scoring methodology

0	The Tenderer has given no response and/or if the response is not acceptable and/or does not cover the relevant heading/s.
1	There are major weaknesses or gaps in the information provided. The Tenderer displays poor understanding and there are major doubts about fitness for purpose. The approach to risk gives rise to major concerns. Major concerns about the Tenderer's experience and capability.
2	The proposal will in parts be sketchy with little or no detail given of how the Tenderer will meet the criteria. Information provided is considered weak or inappropriate and is unclear on how this relates to our requirements or the outputs/outcomes of the project. The approach to risk is not well supported and gives rise to concerns. Some concerns about understanding of the steps involved to deliver the aspects of the question posed, and/or the Tenderer's experience and capability.
3	The proposal has addressed the majority of our requirements but will lack some clarity or detail in how the proposed solutions will be achieved. Evidence provided, while giving generic or general statements, is not specifically directed toward the requirements or the outcomes/outputs of this project. The proposal demonstrates an acceptable approach to risk and clearly captures the understanding of the steps involved to deliver the aspects of the question posed, giving a reasonable level of confidence in the Tenderer's experience and capability.
4	The proposal has addressed, in some detail, all or the majority of our requirements. Evidence will have been provided to show not only what will be provided but will give some detail of how this will be achieved. It is clear how the proposals relate directly to the aims of the project and be specific, rather than general, in the way proposed solutions will deliver the desired outcomes and outputs. The proposal demonstrates an acceptable approach to risk and clearly captures the understanding of the steps involved to deliver the aspects of the question posed, giving a good level of confidence in the Tenderer's experience and capability.

5	As well as addressing all our requirements the Tenderer demonstrates a deep understanding of the project and / or may present innovative ideas (where appropriate). Proposals link directly to relevant project requirements, outcomes and outputs (as the case may be) and show how they will be delivered and the impact that they will have on other areas/stakeholders. Proposed solutions will deliver the desired outcomes and outputs. The proposal demonstrates little or no risk and fully captures the understanding of the steps involved to deliver the aspects of the question posed, giving a very high level of confidence in the Tenderer's experience and capability.
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Appendix 1 Itemised Costs

Please fill in the attached Itemised Costs spreadsheet and return with your tender as both an electronic excel spreadsheet and a pdf.

Appendix 2 Form of Tender

Please fill in the attached document and return with your tender as a pdf.

Appendix 3 Tender Questionnaire

Please fill in the attached document and return with your tender as a pdf.

Appendix 4 Non-collusive tendering certificate

Please fill in the attached document and return with your tender as a pdf.

Appendix 5 Terms and Conditions of Contract