Invitation to Tender for

Contract for Marking & Tariffing in

Sherwood North & South

Central England Forest District

Reference: FEE/0604

# Introduction

**Forestry England’s** mission is to protect and expand Britain's forests and woodlands and increase their value to society and the environment.

We take the lead in the development and promotion of sustainable forest management. We deliver the distinct forestry policies of England and Scotland through specific objectives drawn from the country forestry strategies.

We, Forestry England, will always consider equality when conducting our procurement activities. We require you to meet your duties under the Equality Act 2010 and may ask for evidence that you are aware of and operate in accordance with those requirements.

More information is available on our website at <https://www.forestryengland.uk>

# Specification of Requirements

We will be awarding a contract for the marking and tariffing on Forest sites across the Sherwood North and South, part of Central England Forest District.

Our intention is to award this contract for a period of 1 year.

There will be an option to extend the contract by up to a further 3 years in total (1+1+1+1).

The decision on whether to use the extension options available will be at our discretion and we will base it on the following factors:

* performance
* budget availability
* business needs

The total value of this contract over the entire period, including any extension options (if detailed above), will be in the region of £140,000.

## Specification

**Specific Requirements**

The Contractor will be required to conduct the following activities:

**Marking and Tariffing**

It is essential that procedures and conventions outlined in Forest Mensuration, a handbook for practitioners, Forestry England (2006) are followed.

In particular, reference should be made to the following sections:

3.1 Diameter at breast height (DBH) on pp 36 to 38

3.2 Basal area by relascope on pp 39 to 42

3.3 Top/Timber Height on pp 47 to 52

4.3 Abbreviated tariffing procedures on pp88 to 103

1. **Thinning:**

 **A4/A5 Abbreviated Marking & Tariff:**

* Within each strata count and mark and record on the forms provided all trees selected for thinning.
* Measure and record the DBH of every girth sample tree as determined by the girth sampling fraction, established from the pre-tariff field work.
* Measure and record the DBH and Height of every volume sample tree as determined by the girth sampling fraction, established from the pre-tariff field work.
* Each tree species within each strata is to recorded separately.
* Trees to be removed will be marked with pink paint spots (at least 2 on each tree). The paint spots should be positioned at 45o to the alignment of the racks to make them clearly visible to harvester operators. The paint spots should be not less than 1.5m above ground level.
* Dead/dying trees are not to be included in the tariff. They are to be marked with an ‘X’.
* During the marking and tariffing operation the Contractor must establish points distributed evenly throughout the crop (see table below) at which relascope sweeps will be made.

|  |  |  |
| --- | --- | --- |
| Area (ha) | Uniform Stand | Variable Stand |
| 0.5 – 2 | 12 | 16 |
| 2 – 10 | 16 | 24 |
| Over 10 | 20 | 32 |

Table 4: Number of sample points required for a basal area survey

* Each sweep must be recorded on the sheet provided, both Basal Area removed and remaining, and the location of each sweep recorded on the large scale map. Where necessary adjustments must be made to the thinning density as work progresses, to achieve the prescribed post-thin Basal Area.

**Top Height/Timber Height Sample Trees**

* Mark above 1.5m with a broad band of paint around the entire circumference of the tree.
* Mark above the band on two opposite sides, the number of the tree using Arabic numerals in paint
1. **Clearfell:**

 **A4/A5 Abbreviated Marking & Tariff:**

* Trees to be removed will be marked with pink paint spots (at least 2 on each tree)
* After measurement, mark with tree scribe at the point of DBH (1.3m).

**Top Height/Timber Height Sample Trees**

* Mark point of DBH measurement (once measured) with timber scribe.
* Mark above 1.5m with a broad band of paint around the entire circumference of the tree.
* Mark above the band on two opposite sides, the number of the tree using Arabic numerals in paint

**Health & Safety**

Comprehensive risk assessments will be required for all operations to address all the major hazards associated with the sites and work involved. The contractor is responsible for having an emergency action plan in place that is relevant to the site and operators.

Formal pre-commencement meetings will be required prior to work commencing on each site.

All work carried out under this contract must comply with the following:

* Correct PPE must be worn at all times for the operation being carried out.
* Contractors must comply with the Forestry England[**First Aid at Work Policy**](https://www.forestryengland.uk/article/first-aid-policy) which came into effect on January 2012. At least two operators will be trained in Emergency First Aid at Work + F, unless lone working in which case that operator must be trained.
* If lone working is required, the contractor must adopt a robust, FAIL-TO-SAFE lone working procedure. The Forestry England must be informed when the contractor is intending to come onto site, but the Forestry England cannot provide a lone-working system to the contractor.

Relevant FISA Guides for the operations are as follows and are available online (<http://www.ukfisa.com/safety-information/safety-library/fisa-safety-guides.html>) and from the District Office on request:

* FISA 802 Emergency Planning
* FISA 804 Electricity at work: Forestry
* FISA 805 Training and certification

Forestry England staff may on occasion ask for the contract holder to produce evidence that these guidelines are being followed e.g. FISA checklists.

**Forestry England Guidelines**

The following sections of the UK Forestry Standard must be adhered to at all times: Forest and Soil Conservation, Forest Nature Conservation, Forests & Archaeology and Forest & Water Guidelines to be adhered to at all times.

<https://www.gov.uk/government/publications/the-uk-forestry-standard>

**Pollution:**

Where any machinery or fuel is taken on site a pollution control kit will be maintained on site that is suitable for the control of any spillage from the machine or its fuelling. Any spillage must be reported to the District Office. Any spill with potential to pollute a watercourse must also be notified to the Environment Agency 0800 80 70 60. Costs associated with control and/or removal of contamination will be charged to the contract holder.

**Conservation:**

Known environmental constraints will be mapped. Such constraints might include: European Protected Species (principally, otter, dormouse, bats); badgers; Schedule 1 birds, archaeological sites. The contractor must comply with all requests made by the Forestry England in relation to these constraints. The contractor should be vigilant at all times and if signs of protected species are found during the course of work, then the Forestry England must be informed.

All bird nests and animal burrows etc. should be avoided. The contractor should also be vigilant to the possible presence of wasp nests etc. during the summer months. Trees of Special Interest on site should be noted on the maps provided , this will be discussed and agreed during the pre-commencement meeting.

**Biosecurity:**

To protect the Public Forest Estate and to minimise the risk of introducing or spreading harmful pests and diseases, biosecurity measures appropriate to the level of risk at the location of work, are expected to be undertaken.  For more information and guidance, please visit [www.forestry.gov.uk/england-keepitclean](http://www.forestry.gov.uk/england-keepitclean).

**Note: Tenderers must include details of any areas where they will not be able to comply with these requirements. If your Tender does not meet these requirements we reserve the right to reject it completely.**

# Notes for Completion and Conditions

## Timetable

Whilst we do not intend to depart from the timetable below, we reserve the right to do so and if this is required, we will inform Suppliers in writing of any changes.

|  |  |
| --- | --- |
| **Stages** | **Dates** |
| Tender Release Date | Tuesday 3rd September 2019 |
| Closing date for expressing interest and questions | 17:00 on Thursday 26th September 2019 |
| **Closing Date and Time for Tender Returns** | 12:00 noon on Thursday 3rd October 2019  |
| Notification of Award | w/c 14th October 2019 |
| Expected Start Date | w/c 21st October 2019 |

### Site Visits

 Not Applicable

## Enquiries

Please send all enquiries by email, by the deadline stated at Section 3.2 quoting thereference numberprinted at the front of this document to:

Val Coulton

valerie.coulton@forestryengland.uk

If we consider any question or request for clarification is relevant to all interested parties, we will circulate both the query and the response to all prospective bidders, although your identity will remain confidential.

**If you want to tender, and have not yet registered interest in the tender, you must do so before the closing date for expressing interest to make sure you are told about any questions and answers.**

## Responses and supporting documents

Responses must be completed in full, any additional appendices must be clearly labelled. Forestry England will only evaluate on information provided, working history with Forestry England cannot be considered unless outlined in your tender submission. Please do not send promotional or general information; this will not be evaluated. Please ensure that all questions are completed in full, and in the format requested.

## Return arrangements

Please return your completed tender submission inclusive of any relevant appendices as:

* 1 paper copy by post or hand delivered, and
* 1 copy on disk or USB type storage device in a read only format

Please note that we do not accept email copies. We must receive your completed tender before the closing date and time shown in the Timetable at section 3.2. We will keep tenders received before this deadline unopened until after this time. We reserve the right to not consider any tenders received after the deadline. Please be aware that tenders may be copied for our use.

Mark your envelopes with the words ‘**Tender for Marking & Tariffing Sherwood North & South, Central England Forest District, FEE/0604 –** **Not to be opened until 12:00 noon 3rd October 2019’**.

Send completed tender documents to the following address:

Valerie Coulton

Forestry England,

Central England Forest District,

Sherwood Office,

Kings Clipstone,

Mansfield,

Nottinghamshire,

NG21 9JL

## Clarification

During our evaluation process, we may need to seek clarification on aspects of your tender return. If required we will contact you using the contact details you have provided. Clarification may require you to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. The purpose of any such clarification is to provide us with the information we require to score your submission; it will not be an opportunity for you to improve or substantially change the information you have already submitted.

## Sub-contracting arrangements

Where the supplier proposes to use one or more sub-contractors to deliver some or all of the requirements, details should be provided. This includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key deliverables each sub-contractor will be responsible for.

Forestry England recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However Suppliers should be aware that where information provided to the Forestry England indicates that sub-contractors are to play a significant role in delivering key requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the Forestry England immediately of any change in the proposed sub-contractor arrangements. The Forestry England reserves the right to deselect the Supplier prior to any award, based on an assessment of the updated information.

## Consortia arrangements

Please contact Forestry England before submitting a tender if you intend to bid as a consortium.

## Confidentiality

When providing details of contracts in answering section 4.4 of this ITT (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

Forestry England reserves the right to contact the named customer contact in section 4.4 regarding the contracts included in section 4.4. The named customer contact does not owe the Forestry England any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

Forestry England confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.

The Supplier must treat all information supplied to it by the Forestry England in confidence and must not disclose it to third parties other than to obtain sureties or quotations for submitting its response.

As part of the tendering process, the Supplier must identify any parts of its tender submission which it designates as confidential and would not want published; such information may include technical or trade secrets or other confidential information. The Forestry England will then assess this information (along with the rest of the contract) when considering which contractual information should or should not be published or released on request.

## Additional tender information

* All details of the tender, including prices and rates, must be valid for 90 days from the closing date for Tender Submissions as detailed in Section 3.1.
* The completed tender and all accompanying documents must be in English.
* Any contract or framework agreement concluded as a result of this ITT will be governed by English law.
* All prices will be in sterling and exclusive of VAT.
* Once we have awarded the contract or framework agreement, we will not pay any additional costs incurred which are not reflected in your tender submission.
* A Tender Panel will evaluate responses to the tender objectively using the evaluation matrix.
* Unless otherwise stated in this ITT, all costs associated with taking part in this process remain your responsibility and we will not return any part of your completed tender to you.

## Pass/Fail questions

Some questions in the tender are fundamental requirements of the contract or framework agreement. These are marked on a ‘pass/fail’ basis and if you **do not** answer these sections appropriately, **we may** reject your submission in full and cease to evaluate any more questions.

## Weighted questions

Some sections of this ITT include questions that are weighted. The weightings applied to each question ensure the relative importance of each is correctly reflected in the overall scores applied. For these questions, the marks out of 4 that are achieved for each question will be subsequently weighted to provide a total number of marks out of 100%.

## Award & Feedback

Once we have carried out the evaluation and identified the successful tenderer(s), we will write to all tenderers by email of our award decision. We will give all bidders the opportunity of feedback. Please request feedback via email as soon as possible if required.

## Right to cancel or vary the process

We reserve the right to cancel or withdraw from the tendering process at any stage.

## Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with us will disqualify you from being considered and may constitute a criminal offence.

## Disclaimer

While the information in this ITT and supporting documents has been prepared in good faith by us, it may not be comprehensive nor has it been independently verified.

Neither Forestry England, nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:

* makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of this ITT; or
* accepts any responsibility for the information contained in the ITT or for the fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of relying on such information or any subsequent communication.

# Your response

In order to submit a tender for this requirement you must complete and return the below sections in compliance with Section 3 above. All sections must be completed and returned.

Full details of how we will evaluate your submission can be found in the Evaluation Matrix below.

## Supplier Information

|  |  |
| --- | --- |
| **Supplier details** | **Answer** |
| Supplier Name & Address |  |
| Registered company number |  |
| Registered charity number |  |
| Registered VAT number |  |
| Name of immediate parent company |  |
| Name of ultimate parent company |  |
| Please indicate your trading status | Choose an item. |
| Please indicate whether any of the classifications apply  | Choose an item. |
| **Contact details** |
| Supplier contact details for enquiries about this ITT |
| Name |  |
| Postal address |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

Selection Criteria

## Insurance

|  |  |
| --- | --- |
| **Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract or framework, the levels of insurance cover indicated below.** | **YES / NO** |
| Employer’s (Compulsory) Liability Insurance = £5million**Note**: It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.  |  |
| Public Liability Insurance = £5 million |  |

## Health and Safety

This section allows us to assess your competency for health and safety. We have provided some guidance to help you understand the requirements for each area. You may also find it useful to refer to the Health and Safety Executive (HSE) website for some guidance before completing this section. You can find this here: <http://www.hse.gov.uk/>.

|  |  |
| --- | --- |
| 4.3.1 | 1. Does your organisation have a written health and safety policy? AND
2. If yes, please provide details of when it was last reviewed and updated.

Note: If your organisation has less than 5 employees, Forestry England still requires you to have a written Health and Safety Policy |
| **Answer:**   |

|  |  |
| --- | --- |
| 4.3.2 | Forestry England requires confirmation that this contract or framework will be carried out by personnel (individuals, staff or sub-contractors) with the pre-requisite Health and Safety certifications / qualifications. Bidders are required to complete the table below with reference to their delivery team for this contract or framework. |
| **Certification / Qualification** | **Number of personnel with certification / qualification** | **Qualification Provider** | **Frequency of Update training** |
| Emergency First Aid at Work (+ F)\* |  |  |  |
|  |  |
| 4.3.3 | If the appropriate personnel who will deliver the contract or framework **do not** currently hold any or all of the above qualifications or certifications, explain any plans (including dates) you have in place to secure the necessary certifications/qualifications in advance of contract or framework commencement.Please state ‘not applicable’ in the box below where this does not apply. |
| **Answer:** |

**\*** Please see our [First Aid Policy for those that work on our land](https://www.forestryengland.uk/sites/default/files/documents/FIRSTAIDPOLICY-externalv6final.pdf) for further details. Note: if your current certification does not cover these aspects, you will be required to undertake the necessary training prior to commencing any work.

|  |  |
| --- | --- |
| 4.3.4 | Briefly describe your selection process for sub-contractors. The selection process should include assessment and review of sub-contractors’ approach to risk assessment; competence and qualifications; and accident/near miss reporting & recording.If you intend to carry out all work using your own direct employees, you need only provide a short statement to this effect. |
| **Answer:**  |
| 4.3.5 | Briefly describe your process for ensuring personnel are competent and up to date on general and site specific health and safety requirements. This should include your plans for supervision and monitoring. Provide evidence of examples to support your response. |
| **Answer:**  |
| 4.3.6 | Provide an example of a site specific risk assessment you have applied in a previous contract which demonstrates that the risks identified have been controlled.ORWhere an example from a previous contract cannot be produced, please explain how you would risk assess a job; please support this response with a generic or hypothetical risk assessment relevant to the subject of the contract/framework. |
| **Answer:**  |
| 4.3.7 | In relation to your risk assessment process, describe how you monitor to ensure the controls remain in place for the duration of the work. Where available, supply any relevant evidence to support your response such as completed checklists or other similar evidence. |
| **Answer:**  |
| 4.3.8 | Explain your approach to Lone Working; and where this is carried out provide details of your process, methods and frequency of checking for contracts of this nature. |
| **Answer:**  |
| 4.3.9 | Briefly explain how your organisation obtains competent health and safety advice (either within the organisation or externally). Please show us you have the following or equivalent: Internal health and safety personnel, consultants, appointed person in the organisation responsible for health and safety. |
|  |
| 4.3.10 | 1. Describe your accident / near miss reporting system including any actions taken post incident to prevent recurrence;
2. Support your response with one example where this is available;
3. Describe your understanding of the requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
 |
| **Answer:**  |

## References

|  |
| --- |
| **Relevant experience and contract examples** |
| Please provide details of up to two contracts, in any combination from either the public or private sector that are relevant to our requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. |
|  | Contract 1 | Contract 2 |
| Name of customer organisation |  |  |
| Point of contact in customer organisationPosition in the organisationE-mail address |  |  |
| Contract start dateContract completion dateEstimated Contract Value |  |  |

## Award Criteria

## Requirement Specific Questions

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Weight %** |
| 4.5.1 | Please describe what resources you will use to complete this work. Your answer should include how you will achieve tight, time bounded and specific deadlines. You must be able to demonstrate sufficient capacity in terms of labour, equipment and contingency arrangements.  | **20** |
| Response: |
| **No.** | **Question** | **Weight %** |
| 4.5.2 | Provide full accurate details of your proposed approach to the work described in Section 2 – Specification of Requirements. Your response should explain accurately and in detail: * how the marking and tariffing work will be carried out;
* the health and safety, biosecurity , quality requirements;
* the various steps involved in fulfilling the requirement; and
* How you intend to monitor, evaluate and maintain quality of service throughout this contract.
 | **20** |
| Response: |
| **No.** | **Question** | **Weight %** |
| 4.5.3 | Provide detailed information on the background, and responsibility of every team member you intend to use to carry out this work, demonstrating their suitability and experience for undertaking their tasks. Your response should incorporate a clear specification of the tasks to be carried out by each team member in relation to the various steps as detailed in response to question 4.5.2. | **20** |
| Response: |

## Pricing Schedule

|  |  |
| --- | --- |
|  | ***Weight %*** |
| **Please provide details of your pricing in the schedule provided below** | 40 |

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description** | **Price****(£)** |
|  | A4/A5 Abbreviated Marking & Tariff – Thinning (Price per Ha) |  |
|  | A4/A5 Abbreviated Marking & Tariff – Clearfell (Price per Ha) |  |
|  | **TOTAL** |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Terms and Conditions

This ITT, and any contract or framework agreement arising from it, will be subject to the latest version our [terms and conditions](https://www.gov.uk/government/organisations/forestry-commission/about/procurement#terms-and-conditions) for Contract for Operational Services (Rev 26/01/16).

The successful Tenderer’s usual terms and conditions are not, and will not, become terms and conditions of any contract or framework agreement that we may award as a result of this ITT.

|  |  |  |
| --- | --- | --- |
| a) | Do you accept Forestry England’s Terms and Conditions of Contract as detailed above? (delete the option that doesn’t apply)  | Yes / No |
| b) | If no, please provide details of any specific areas that you have an issue with. Please note that failure to agree to our Terms and Conditions of Contract may invalidate your tender submission. |
|  |  |

## Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection and evaluation process to assess my organisation’s suitability to participate in this procurement, and to determine which supplier(s) provide the most economically advantageous tender in accordance with the criteria set out in this ITT. I am signing on behalf of ………………………………………………………………… **(insert name of supplier)**.

I understand that Forestry England may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I understand Forestry England may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). Forestry England may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this ITT. Forestry England may also assess whether specified minimum standards for reliability for such contracts are met.

I understand that I must disclose if my organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control has been convicted of any criminal offences.

In addition Forestry England may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

The essence of selective tendering is that Forestry England will receive *bona fide* competitive tenders from all those tendering. In recognition of this principle, I certify that this is a *bona fide* tender, intended to be competitive, and that ‘we’ (I or any other person acting for on behalf of my organisation) have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I also certify that we have not done and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:

* communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium insurance quotations required for preparing the tender;
* enter any agreement with any other person whereby they will refrain from tendering or as to the amount of any tender to be submitted;
* offer or pay or give or agree to pay any sum of money or 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 other tender or proposed tender for this work any act or thing of the sort described above.

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

I also declare that there is no conflict of interest in relation to the Forestry England’s requirement.

**ITT COMPLETED BY**

Name:

Role in Organisation:

Date:

Signature:

Evaluation Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Description**  | **Scoring** | **Scoring Criteria** |
| 4.2 | Insurance | Pass/Fail  | **Pass –** You must either confirm that you have the required levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be successful, that such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the requirement.**Fail** – If you cannot make such a commitment, your bid will fail in its entirety. |
| 4.3.1 | Health & Safety Policy | Pass or Fail | **Pass** – Organisation has a health and safety policy which has been reviewed in the last two years.**Fail** – Organisation does not have a health and safety policy OR Organisation does have a health and safety policy but bidder has provided no evidence of policy being reviewed in last two years. |
| 4.3.24.3.3 | Certifications / Qualifications | Pass or Fail | **Pass** – Bidder has stated they have all the certifications/qualifications required to undertake the work in response to part a of the question; OR Bidder has not confirmed that all certifications/qualifications are currently held in response to 4.3.2, but has provided a response to 4.3.3 of the question which gives assurance that the necessary certifications/qualifications will be secured in advance of contract commencement.**Fail** – Bidder has not provided the necessary assurance that all certifications/qualifications will be secured in advance of contract commencement in response to either 4.3.2 and/or 4.3.3 of the question. |
| 4.3.4 | Sub-contractor Selection Process | Pass or Fail | **Pass** – Bidder has described their process for sub-contractor selection. The process explains all the aspects requested in the question and provides assurance that sub-contractors will be assessed thoroughly in this respect to meet the minimum healthand safety requirements of the contract.**Fail –** The requirement to sub-contract has been identified in the bid, but the process for assessing sub-contractors does not cover the required aspects of the question and/or does not provide the necessary assurance that sub-contractors will be assessed thoroughly in line with requirements. |
| **Responses to the rest of the H&S section will be scored as detailed below. In order to pass, bidders will need to score 11 or more out of 17. Any bidder scoring below 11 will fail the H&S section.** |
| 4.3.5 | Updating of H&S | Scored Question | **Score of 2** – Response provides confidence that personnel are updated on relevant health and safety matters at appropriate times and that adequate supervision/monitoring is undertaken – relevant actions may include use of site inductions, training, newsletters, meetings, site visits etc.**Score of 1** – Response leaves reservations about whether personnel are provided with the relevant health and safety updates or provides limited evidence of updates being carried out. There is limited evidence to demonstrate adequate supervision or monitoring takes place.**Score of 0 –** No response provided or inadequate response provided. |
| 4.3.6 | Risk Assessment Process  | Scored Question | **Score of 4** – Relevant site specific risk assessment from previous contract has been provided. This shows appropriate hazards and controls, demonstrating competence in application of this process.**Score of 3** – Description of risk assessment process has been provided along with generic or hypothetical risk assessment. This shows an understanding of the process and provides confidence that the bidder would be able to apply the principles in a real situation.**Score of 2** – Description of risk assessment process has been provided without any examples OR generic or hypothetical risk assessment has been provided, with no further information of the process applied.**Fail – Inadequate process or no response provided**  |
| 4.3.7 | Risk Assessment Process  | Scored Question | **Score of 3** – Process description provides confidence that sufficient monitoring takes place throughout contract duration to ensure controls remain on site. Response is supported by appropriate evidence such as completed checklists, records of toolbox talks, evidence of supervisory visits or other appropriate evidence.**Score of 1** – Process description provided without further appropriate supporting evidence – this gives some confidence that controls remain on site through the duration of the contract. OR, Some evidence supplied such as completed checklists, records of toolbox talks, supervisory visits or similar without a description of the process applied.**Score of 0** – No response provided or response does provide confidence that an adequate process exists to ensure controls will remain on site for the duration of the contract.  |
| 4.3.8 | Lone Working Process | Scored Question | **Score of 4** - Supplier does not allow lone working.**Score of 3** - Lone working is restricted and the approach and system described gives confidence that the risk of lone working is being adequately controlled. Frequency of checking is appropriate to the risks associated with the work.**Score of 1** - Lone working is carried out but explanation of process gives limited confidence of risks being controlled to an acceptable level.**Fail - Response is completely inadequate or process described does not provide any confidence that Lone Working process will be managed to ensure safety of personnel.** |
| 4.3.9 | Health & Safety Advice | Scored Question | **Score of 1** - Response identifies competent responsible person.**Score of 0** - Response not provided or inadequate. |
| 4.3.10 | Accidents / Near Misses and RIDDOR | Scored Question | **1 point allocated for each of the following (maximum score achievable is 3):*** Relevant accident reporting process described along with any post-accident actions to prevent recurrence – **Score 1 point**
* Examples provided are relevant and demonstrate process being put into practice – **Score 1 point**
* RIDDOR description, categories, timescales and understanding of responsibilities reflect current legislative requirements – **Score 1 point**
 |
| 4.3.11 | Inspection and Testing of Machinery and Equipment | Pass or Fail | **Pass** - Sufficient explanation of process provided along with evidence of internal and external checks being carried out. Response demonstrates an understanding of PUWER and LOLER (where relevant).**Fail - Lack of evidence or understanding provided and or inadequate checking process demonstrated** |
| 4.4 | References | Pass/Fail  | **Pass –** Two references relevant to the subject matter of this ITT have been provided and the authority is content that the minimum standards for reliability have been met. We will consider accepting a lower number of references depending on how long you have been in business.**Fail** – References are not relevant OR a satisfactory number of references have not been provided OR the authority has evidence of the suppliers’ failure to discharge their obligations under previous principal relevant contract(s) which may include minimum standards for reliability in performing such contracts having not been met. |
| 4.5 | Requirement Specific Questions | 60% |

|  |
| --- |
| **0 - No response (complete non-compliance)** |
| No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible |
| **1 - Unsatisfactory response (potential for some compliance but very major areas of weakness)** |
| Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services |
| **2 - Partially acceptable response (one or more areas of major weakness)** |
| Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail |
| **3 - Satisfactory and acceptable response (substantial compliance with no major concerns)** |
| Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution |
| **4 - Fully satisfactory /very good response (fully compliant with requirements)** |
| Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution |
| **5 - Outstanding response (fully compliant, with some areas exceeding requirements)** |
| Submission sets out a robust solution (as for a 4 score) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to Forestry England |

 |
| 4.6 | Pricing Schedule  | 40% | The lowest priced tender will receive the maximum score available for this section. All other scores will be calculated by :Lowest Tender Price x Score available Tender Price.For Example lowest tender price was 100, actual tender price was 100 then the score would be:100/100 x 60 = 60 marks scoredIf lowest tender price was 100, actual tender price was 200 then the score would be:100/200 x 60 = 30 marks scored  |
| 4.7 | Terms and Conditions | Pass/Fail | **Pass**: Terms and Conditions have been accepted without any exceptions, or exceptions are minor and can be accommodated.**Fail**: Exceptions noted have been discussed and are unable to be accommodated. |
| 4.8 | Declaration | Pass/Fail | **Pass**: Completed, signed declaration has been provided.**Fail**: Declaration has not been signed or provided, or exceptions have been noted which cannot be accepted. |