**Invitation to Tender**

**for**

**PRODUCTION SURVEY OF WEST ENGLAND FOREST DISTRICT**

Contract No: CR2016/17/011

# Introduction

**The Forestry Commission’s (FC)** 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 the FC 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 [www.forestry.gov.uk](http://www.forestry.gov.uk)

# Specification of Requirements

We will be awarding a contract for a production survey of West England Forest District.

Our intention is to award this contract for a period of 8 months.

There will be an option to extend the contract by up to a further 1 week without changing the scope of the contract in total.

The decision on whether to use the one week extension option available will be at our discretion and we will base it on the following factors: weather and contractor performance.

The total value of this contract over the entire period, including any extension options, will be in the region of £50,000.00.

All appendices are for information only as referred to in section 2 and are available at the following internet location:

<https://www.dropbox.com/sh/8pru16gwp3gk0yg/AAB-hxOY8eDiUt6Qnwm2uz9pa?dl=0>

2.1 Locality and area: -

**West England Forest District -** All land highlighted on sample location maps supplied by Forest Research Fineshade and extending to approx. 5500 production survey plots over 2300ha in 32 blocks (see appendix A).

2.2 Work to be done: -

Undertake production survey following **one** of the methods set out below and based on both the Forest Mensuration handbook 2006 and the Forestry Commission Field Guide for Timber Measurement 2008 (relevant sections of which are incorporated in the appendices to this document) and the Forestry Commission Survey Handbook, 3rd edition 2007 (available as an appendix to this document).

There are 2 options for data collection available for this contract **method 1** - by tape and paper documentation plus input and calculation in an Excel package and **method 2** - electronic callipers. Only 1 of the methods will be used as declared by the contractor.

2.2.1 Stratification

It is important that different areas within each thinning coupe are stratified to give accurate measurement of each component within each coupe. Stratification is based on individual sub-compartments or mergers where specified.

All strata will be mapped on the coupe map and identified on the back of the map by a letter or group number that relates to the calliper data analysis package (CDAP) reports.

The total number of plots per coupe will be based on the maps and schedule supplied by Forest Research, Fineshade or where there are:

* Differing species or differing species mixes
* A change in top height greater than 4m
* Significant difference in average diameter at breast height (dbh) sometimes associated with different management intervention, check, elevation, soil type etc.
* Different management intervention (thin, non-thin etc.)

Differing age classes in a single coupe may be stratified together; if there is no discernible variance in relation to the above criteria an appropriate planting year (p. year) will then be recorded for the predominant age class.

The number of plots to measure for each stratum is dependent upon its size and variability. The numbers of plots have already been specified by the District the only time that changes is when a new stratum is established from the criteria above, a plotted stratum must not be less than a total of 0.5ha. For the required number of plots by area see Appendix B.

2.2.2 Plot location and number

The correct number of plots will be laid down systematically across each stratum avoiding any bias and their location and number will be recorded accurately on the field map provided. The map will be clearly marked with ‘attack’ points. Grid reference for each plot will be recorded preferably by quad helix GPS on the back of the map or in CDAP.

2.2.3 Plot shape and size

Circular plots of the same size within a stratum will be laid out at all times. Different strata can have different plot sizes.

On sloping ground, measurements of distance and area must be corrected as appropriate to account for the slope. See Appendix B for corrections to be applied for slope.

2.2.4 Select plot size

Plot size must be big enough to have a minimum of 7 measurable trees of each main species in each plot. A main species will constitute a minimum of 10% of the crop. If the stratum has 2 species then use 0.02ha plots as a minimum and if there are 3 species present use 0.05ha plots as a minimum. If you cannot achieve 7 measurable trees of each species within a 0.05ha plot, 0.05ha will be the maximum size plot to be used. See Appendix B.

Mark plot centre with a cane whilst measuring and ensure it is removed when measuring is finished, no paint marks are to be used in this contract.

2.3 Data collection –

As stated there are 2 data collection methods, you **must** specify in your tender application which you intend to use.

**Method 1** – tape, paper and Excel

Plot size

The appropriate radius used will be recorded on the field form.

Diameter at breast height (dbh) and Species

All live trees >7cm dbh following standard procedures for sloping ground and forked trees within the plot will be girthed and their species recorded. Measurement will occur at 1.3 m above ground level in accordance with figure 3.2 a-i, page 37 of Forest Mensuration handbook 2006 and verified by use of a calibrated, specified measuring devise.

Plot edge stems will be measured if the plot radius falls at or beyond the centre point of the stem at dbh

Note: MC and MB are not permitted unless they constitute a very minor component of less than 10% of the strata area.

Planting Year (p. year)

Enter a 4 figure p. year for each species legibly on field form after checking p. year is consistent with map/database information supplied (see appendix A), correct if necessary.

Top Height

The total height of the largest diameter tree, of each species and each age class, within each plot will be measured following FC convention and recorded legibly.

If only one species is present select the tree with largest dbh within a 5.6m radius plot irrespective of the plot size used to achieve the correct number of trees.

If two species are present select the largest dbh tree of each species within an 8.0m radius plot irrespective of the plot size used to achieve the correct number of trees.

If three or more species are present select the largest dbh tree of each species within a 12.6m radius plot.

Measure and record the total height following FC conventions

If the total height tree is damaged at the top and unrepresentative of the crop, an alternative tree must be selected as follows. A stick will be thrown from the centre of the plot towards the centre of the strata, where it lands will mark the centre of a 5.6m radius plot. The largest girth tree of the species sought within the 5.6m radius plot will be measured for height only, following FC convention and recorded. The location of the replacement total height tree will be accurately marked on the map.

Open areas within each stratum should be recorded and the net area of the strata accurately calculated to represent the reduced stocked area. The percentage open area will be recorded.

**Method 2** – Electronic callipers and calliper data analysis package (CDAP)

Data will be collected using electronic callipers supplied by the contractor. The software will be CDAPv2 supplied by the contractor under licence from Savcor with updates in line with those of the Forestry Commission, currently revision 2.4.

The naming of coupes and strata will be as follows:

Sub-compartment number and letter, i.e. 4410A

Group numbers will relate to specific strata as identified on the field map.

Note: 0 cannot be used for a group number

Type – Clearcut will be selected.

“Oval” option will be switched **on**.

Plot numbers will be recorded on the map because a survey unit (coupe) cannot have duplicate plot numbers.

The 8 figure OS grid reference for each plot will be recorded in CDAP (see data processing below) and plot number checked for consistency on field map.

The species of each measured stem will be recorded in CDAP. All measurable trees in the plot will be recorded.

Deadwood will not be recorded in this contract.

MC and MB are not permitted unless they constitute a very minor component of less than 10% of the strata area.

Plot size

The plot size being used will be recorded in CDAP.

DBH

All live trees >7cm DBH following standard procedures for sloping ground and forked trees within the plot should be girthed and their species recorded. Measurement should occur at 1.3 m above ground level- following the conventions laid out in the Forest Mensuration handbook 2006 and verified by use of a calibrated, specified measuring devise.

DBH will be measured and recorded using the callipers. Plot edge stems will be measured if the plot radius falls at or beyond the centre point of the stem at dbh

Where the tree size is greater than the callipers full extent the dbh will be measured with a girth tape and entered in to the callipers manually.

Planting Year (p. year)

Enter a 4 figure planting year for each species on field form after checking p. year is consistent with map/database information supplied (see appendix A), correct if necessary.

Top Height

The total height of the largest diameter tree, of each species and each age class, within each plot will be measured following FC convention and entered in to the calipers.

If only one species is present select the tree with largest dbh within a 5.6m radius plot irrespective of the plot size used to achieve the correct number of trees.

If two species are present select the largest dbh tree of each species within a 8.0m radius plot irrespective of the plot size used to achieve the correct number of trees.

If three or more species are present select the largest dbh tree of each species within a 12.6m radius plot.

Measure and record the total height following FC conventions

If the total height tree is damaged at the top and unrepresentative of the crop, an alternative tree must be selected as follows. A stick will be thrown from the centre of the plot towards the centre of the strata, where it lands will mark the centre of a 5.6m radius plot. The largest girth tree of the species sought within the 5.6m radius plot will be measured for height only, following FC convention and entered into the callipers. The location of the replacement total height tree will be accurately marked on the map

Open areas within each stratum should be recorded and the net area of the strata accurately calculated to represent the reduced stocked area. The gross / net percentage reduction will be entered into CDAP (see data processing below).

**Both methods of data collection where the required number of plots cannot be established or the area is too small:**

In the event of a strata either not being large enough or of a shape not able to accommodate the required number of plots containing the required number of measurable trees, an A4 or A5 tariff, depending on species, will be completed following the method set out below based on both the Forest Mensuration handbook 2006 and the Forestry Commission Field Guide for Timber Measurement 2008.

Form U15a supplied by Forest Research, Fineshade will be completed accurately for this procedure. The tariff description, stand information and procedure sections will be completed in full.

Method A: Estimate the total number of trees per species with a dbh of 10cm or more, and choose the appropriate girth and volume sampling fractions from Table 1 below.

Table 1:

|  |  |  |
| --- | --- | --- |
| Estimated number of trees | Girth sampling fraction | Volume sampling fraction |
| 10 – 20 | 1:1 | 1:1 |
| 21 – 30 | 1:1 | 1:2 |
| 31 – 40 | 1:1 | 1:3 |
| 41 – 50 | 1:1 | 1:4 |
| 51 – 60 | 1:1 | 1:5 |
| 61 – 70 | 1:1 | 1:6 |
| 71 – 80 | 1:1 | 1:7 |
| 81 – 90 | 1:1 | 1:8 |
| 91 – 100 | 1:1 | 1:9 |
| 101 – 200 | 1:1 | 1:10 |
| 201 – 400 | 1:2 | 1:10 |
| 401 - 600 | 1:4 | 1:10 |

Method 4 or 5:

Each species will be treated independently and a separate U15a form completed for each.

Count and record legibly and accurately all the measurable trees.

Accurately measure and record legibly the dbh of every nth tree where n is the girth sampling fraction.

Dbh measurements will be taken at 1.3m above ground level in accordance with figure 3.2a-i, page 37 of Forest Mensuration handbook, 2006 and measured using a calibrated, specified measuring device.

Every mth measured tree is a sample tree and it is sampled if it has a dbh of 10 cm or more, where m is the volume sampling fraction.

Note that there must be at least 10 sample trees.

For each sample tree measure and record accurately and legibly the dbh as above and total height for conifers or timber height for broadleaves.

All relevant information will be filled in legibly on the front of the form, all totals and checks will be completed before the form is given to Forest Research, Fineshade for processing.

2.4 Comments

Specific comments are required for this survey: -

Any relevant comments on tree health, form, regeneration coverage % by species will be noted on the back of the field form in the appropriate space.

2.5 Data processing

**Method 1**

Input and calculation of the results is to be carried out by the contractor using the Excel spreadsheet provided by Forest Research.

Yield class will be calculated and recorded in the Excel package summary sheet.

**Method 2**

Once down-loading of callipers has been completed the following screens will be edited by the contractor: -

* View Data by Group
* View Data by Species in Group
* View Data by Plot
* View Data by Species in Plot

The edits to be completed are as follows: -

1. View Data by Group edits

* Gross area
* Net area factor – ***This must always be checked***
* Plots required.

2. View Data by Species in Group edits

* Check yield class calculated correctly
* Age at survey
* Planting year

3. View Data by Plot

* Enter grid reference
* Check plot size
* Check survey date
* Surveyors name
* Any relevant comments.

4. View Data by Species in Plot

* Height of total height tree if necessary
* DBH of total height tree if necessary.

All data corrections noted in the field must also be completed.

2.6 Data presentation

**Method 1**

The data from the survey will be presented by the contractor to Forest Research, Fineshade in the form of completed, legible field maps and data sheets with any relevant U15 forms attached

The outputs produced by the contractor for each coupe will be:

* Coupe map showing plot locations, separate strata and which letter they relate to.
* Completed data collection sheets for each stratum.
* Completed U15a forms for any A4 or A5 tariff.
* Completed Excel spreadsheet for each stratum.

Each aerial photo and coupe map / field form with stratified areas identified, plot locations marked and numbered, data collection sheets and relevant U15a forms will be stapled together and returned to Forest Research Fineshade on completion of each unit.

Any major map anomalies, i.e. windblow should be recorded and will be returned to Forest Research Fineshade before being presented to the District for GIS update.

**Method 2**

The data from the survey will be presented by the contractor to Forest Research, Fineshade in the form of completed electronic data files (.xfr files) as produced in the calliper data analysis program (CDAP), version 2, currently revision 2.4 on completion of each unit. The CDAP software may be upgraded over the contract period, if this happens it will be the contractor’s responsibility to update their software.

The outputs produced by the contractor for each coupe will be:

* Coupe map showing plot locations, separate strata and which group numbers they relate to.
* .xfr files named correctly to indicate which sub-compartment they relate to.
* Completed U15a forms for any A4 or A5 tariff.

Each aerial photo and coupe map / field form with stratified areas identified, plot locations marked and numbered will be stapled together and returned to Forest Research Fineshade on completion of each unit and at the time submission of the electronic data is completed.

Completed data will be provided as woodland blocks are completed.

Any major map anomalies, i.e. windblow should be recorded and will be returned to Forest Research Fineshade before being presented to the District for GIS update.

2.7 Bio security measures:

Biosecurity guidance will be fully complied with (see separate document)

2.8 The Forestry Commission will:

1. Supply A4 waterproof stock map / field form extracts at appropriate scales.
2. Supply A4 waterproof aerial photographs at the same scale as the stock map extract.
3. Supply location maps at 1:50,000 scale.
4. Supply sub-compartment details from the sub-compartment database.
5. Supply data collection sheets (for method 1)
6. Supply Excel calculation package (for method 1)
7. Check the contractors current public liability insurance
8. Check the contractor’s job risk assessment
9. Check the contractors safety protocols
10. Conduct regular checks on quality and progress
11. Check the Contractor’s 1st aid certification
12. Inform Contractor of contract constraints (access, events, permissions and Forest Operations etc.)
13. Provide access to the Forest District Health and Safety Part III Statement, which records potential hazards within the survey area.

The Contractor will:

**for method 1**

* Proceed with the work in an orderly manner, submitting data and maps of forest blocks as they are completed to Forest Research
* Provide all necessary measuring equipment.
* Provide evidence of third party liability insurance.
* Provide a job risk assessment for the survey.
* Provide written safety contract protocols for the period of the contract.
* Provide adequate 1st aid certificates for all staff and sub-contractors.
* On request submit working documents for inspection and checking.
* Attend a pre-commencement meeting with the TSU Fineshade Field Station Manager
* Address all survey queries, in the first instance to the TSU Fineshade Field Station Manager
* Inform the local FC representative, Mr P Kelsall, Tel: 01594 838641 of their intended movements in the survey area **weekly** and abide by any reasonable restrictions on such movements as may be imposed by local FC staff. Additional information to be supplied includes names, vehicle make, colour and registration number and mobile phone contact number.
* Submit all documentation as specified in Data Presentation.
* Return gate keys that may have been issued

**for method 2**

* Proceed with the work in an orderly manner, submitting data and maps of forest blocks as they are completed to Forest Research
* Provide electronic callipers loaded with CDAPv2
* Provide CDAPv2 revision 2.4 software for data analysis.
* Be responsible for updating CDAP version if the need arises.
* Provide all necessary measuring equipment.
* Provide evidence of third party liability insurance.
* Provide a job risk assessment for the survey.
* Provide written safety contract protocols for the period of the contract.
* Provide adequate 1st aid certificates for all staff and sub-contractors.
* On request submit working documents for inspection and checking.
* Attend a pre-commencement meeting with the TSU Fineshade Field Station Manager
* Address all survey queries, in the first instance to the TSU Fineshade Field Station Manager
* Inform the local FC representative, Mr P Kelsall, Tel: 0300 067 4816 of their intended movements in the survey area **weekly** and abide by any reasonable restrictions on such movements as may be imposed by local FC staff. Additional information to be supplied includes names, vehicle make, colour and registration number and mobile phone contact number.
* Submit all documentation as specified in Data Presentation.
* Return gate keys that may have been issued

Work may start at any time following attendance of the pre-commencement meeting and signing of a contract. All work and full completion of the contract is required by deadlines provided by TSU Fineshade and agreed at the start of the contract.

2.9 Special conditions:

Fires

The Supplier/Contractor shall not light fires within any forest area without the permission of the Commission and shall take all reasonable and proper precautions under the direction of the Commission to prevent and to deal with the fire in the said area or adjoining ground. The Supplier/Contractor shall be responsible for any loss whatsoever through fire attributable to his negligence.

Caravans, etc.

No caravan, mobile home, camper van or equivalent vehicle or tent shall be brought onto the Commission's land without the written consent of the Commission (which consent may be withheld or given subject to such conditions as the Commission may, in its discretion, determine).

2.10 Payment terms:

Invoices will be submitted to Forest Research, Fineshade.

Stage payment will be made on receipt of the Contractor’s invoice for work fully completed, submitted on an agreed basis and subject to the work having been carried out to the Commission’s satisfaction.

Accounts to be submitted to Forest Research via the area TSU Field Station Manager for a cumulative amount not exceeding 90% of the work done to-date. The balance of 10% will be paid on satisfactory completion of work quantities based on current Forest Research production rates.

**Health & Safety**

Job risk assessments, lone working procedures and proof that employees, contractors and, or, sub-contractors who will deliver the contract if successful hold the following qualifications or certification - First aider with EFAW+F certificate need to be provided

**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

## Definitions and purpose

The “authority” or “we” means the Forestry Commission, or anyone acting on behalf of the Forestry Commission, that is seeking to invite suitable Suppliers to participate in this procurement process.

“You”/”Your” or “Supplier” or “Bidder” means the body responding to this Invitation to Tender (ITT) i.e. the legal entity submitting a tender. The ‘Supplier’ or ‘Bidder’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

This Invitation to Tender (ITT) has been designed to assess both the suitability of a Supplier to deliver the authority’s contract requirement(s); and to determine of those suitable, which supplier(s) have provided the most economically advantageous tender.

## Timetable

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

|  |  |
| --- | --- |
| **Stages** | **Dates** |
| Closing date for expressing interest in opportunity and submitting questions | 14th June 2016, 14.00 |
| **Closing Date and Time for Tender Returns** | 21st June 2016, 14.00 |
| Expected Notification of Award | 24th June 2016 |
| Expected Start Date | 4th July 2016 |

## 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:

Liz Richardson

Email: [liz.richardson@forestry.gsi.gov.uk](mailto:liz.richardson@forestry.gsi.gov.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 contract 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

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of you declaration. A template for providing additional information is provided at the end of this document, which should be used unless, due to formatting, this is not possible.

To make the process straightforward, you do not need to provide supporting documents with your tender unless specifically requested to do so. However, we may ask you for this later.

Your organisation will only be evaluated based on the information in your tender. If you do not mention any applicable previous experience of working with us in your reply we cannot take this into account.

Please do not send any information that is general company or promotional literature, as this will not form part of our evaluation. Any additional documents you provide must refer to a question within the ITT and be easily identifiable as the answer.

## Return arrangements

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

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

Please note that we do not accept fax or 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 production survey of West England Forest District REF: CR2016/17/011 –** **Not to be opened until 14.00, 21st June 2016**’.

**Submissions may be excluded if you do not mark the envelope in this way.**

Send completed tender documents to the following address:

Liz Richardson

Forest Research, TSU, Top Lodge, Fineshade, Nr. Corby, Northants, NN17 3BB

Any tender returns submitted via any other method will not be considered and we reserve the right not to consider any tenders received after the deadline. Please be aware that tenders may be copied for our use.

## 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.

## Verification of information provided

Whilst reserving the right to request information at any time throughout the procurement process, the authority may enable the Supplier to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions within the sub-sections of 4.7 of this ITT relating to Technical and Professional Ability) the authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

## Sub-contracting arrangements

Where the supplier proposes to use one or more sub-contractors to deliver some or all of the requirements, a separate Appendix should be used to provide details of the proposed bidding model that 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.

The authority 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 authority 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 authority immediately of any change in the proposed sub-contractor arrangements. The authority reserves the right to deselect the Supplier prior to any award, based on an assessment of the updated information.

## Consortia arrangements

If the Supplier completing this ITT is doing so as part of a proposed consortium, the following information must be provided:-

* Names of all consortium members;
* The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* If the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

Please note that the authority may require the consortium to assume a specific legal form if awarded the work, to the extent that a specific legal form is deemed by the authority as being necessary for the satisfactory performance of the contract.

**All** members of the consortium will be required to provide the information required in **all** sections of the ITT as part of a single composite response to the authority i.e. each member of the consortium is required to complete the form.

Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

The authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

## Confidentiality

When providing details of contracts in answering section 4.6 of this ITT (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

The authority reserves the right to contact the named customer contact in section 4.6 regarding the contracts included in section 4.6. The named customer contact does not owe the authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

The authority 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 authority 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 authority will then assess this information (along with the rest of the contract), taking account of Regulation 21 of the Public Contracts Regulations, when considering which contractual information should or should not be published or released on request.

## Tender validity

All details of the tender, including prices and rates, must be valid for 90 days from receipt of tender.

## Language

The completed tender and all accompanying documents must be in English.

## Applicable Law

Any contract concluded as a result of this ITT will be governed by English law.

## Pricing

All prices will be in sterling and exclusive of VAT.

## Additional costs

Once we have awarded the contract , we will not pay any additional costs incurred which are not reflected in your tender submission.

## Evaluation

A Tender Panel will evaluate responses to the tender objectively using the criteria and evaluation matrix’ defined within Section 4.

## Gateways

Some questions in the tender are known as gateways and are fundamental requirements of the contract . 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

Once we have carried out the evaluation and identified the successful tenderer(s), we will tell all tenderers in writing by email of our award decision.

### Debriefing

We will give **all bidders** the opportunity of a debriefing. Please tell us in writing as soon as possible if you want a debriefing.

## Contract management

If we award a contract , you will have to co-operate in managing it and comply with the contract management requirements, as detailed in the Specification of Requirements at Section 2.

## Costs

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.

## 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 the FC, 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 relevant sections, detailed in the table below, in compliance with Section 3 above. If we have decided that certain sections are not relevant for this particular ITT, we have indicated this by stating ‘N/A’ next to the title heading at the relevant section and by indicating ‘Not Applicable’ within the table below. Unless otherwise indicated in this way, all sections must be completed and returned.

The table below provides a summary of the evaluation method for each section, however full details of how we will evaluate your submission can be found in the individual Evaluation Matrix’ within each section.

|  |  |  |
| --- | --- | --- |
| **Section** | **Title** | **Evaluation Method** |
| 4 | Lots | Not Applicable |
| 4.1 | Supplier Information | For information only but must be completed |
|  | | |
| 4.2 | Grounds for mandatory exclusion | Pass / Fail |
| 4.3 | Grounds for discretionary exclusion – Part 1 | Pass / Fail |
| 4.4 | Grounds for discretionary exclusion – Part 2 |  |
| **Selection Criteria** | | |
| 4.5 | Economic and Financial Standing | Not Applicable |
| 4.6 | Technical and Professional Ability | Not Applicable |
| 4.7 | Additional Selection Modules | |
| 4.7.1 | Project Specific Questions to assess Technical and Professional Ability | Not Applicable |
| 4.7.2 | Insurance | Pass / Fail |
| 4.7.3 | Compliance with equality legislation | Pass / Fail |
| 4.7.4 | Environmental Management | Pass / Fail |
| 4.7.5 | Health and Safety | Pass / Fail |
| **Award Criteria** | | |
| 4.8 | Requirement Specific Questions | Scored and Weighted |
| 4.9 | Pricing Schedule | Scored and Weighted |
| 4.10 | ITT Template Appendices | Template Only – Use where required |
|  | | |
| 4.11 | Terms and Conditions of Contract | Pass/Fail |
| 4.12 | Declaration | Pass/Fail |

## Supplier Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supplier details** | | **Answer** | | | |
| Full name of the Supplier completing the ITT | |  | | | |
| Registered company address | |  | | | |
| Registered company number | |  | | | |
| Registered charity number | |  | | | |
| Registered VAT number | |  | | | |
| Name of immediate parent company | |  | | | |
| Name of ultimate parent company | |  | | | |
| Please mark ‘X’ in the relevant box to indicate your trading status | | i) a public limited company | |  | |
| ii) a limited company | |  | |
| iii) a limited liability partnership | |  | |
| iv) other partnership | |  | |
| v) sole trader | |  | |
| vi) other (please specify) | |  | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | | i)Voluntary, Community and Social Enterprise (VCSE) | |  | |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | |  | |
| iii) Sheltered workshop | |  | |
| iv) Public service mutual | |  | |
| **Bidding model**  Please mark ‘**X**’ in the relevant box to indicate whether you are: | | | | |  |
| a)      Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | | |  | |  |
| b)      Bidding as a Prime Contractor and will use third parties to deliver some of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | |  | |  |
| c)       Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | |  | |  |
| d)      Bidding as a consortium but not proposing to create a new legal entity.  If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | | | **Consortium members:**  **Lead member:** | |  |
| e)      Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix. | | | **Consortium members:**  **Current lead member:**  **Name of Special Purpose Vehicle:** | |  |
| **Contact details** | | | | | |
| Supplier contact details for enquiries about this ITT | | | | | |
| Name |  | | | | |
| Postal address |  | | | | |
| Country |  | | | | |
| Phone |  | | | | |
| Mobile |  | | | | |
| E-mail |  | | | | |

|  |  |
| --- | --- |
| **Licensing and registration (please delete the option which doesn’t apply)** | |
| Registration with a professional body  If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | **Yes / No**  If Yes, please provide the registration number in this box. |
| Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | **Yes / No**  If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

## Grounds for mandatory exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 4.2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

|  |  |  |
| --- | --- | --- |
| **4.2.1 Within the past five years, has your 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 been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |  |
| 1. the common law offence of bribery; |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: |  |  |
| (i) the offence of cheating the Revenue; |  |  |
| (ii) the offence of conspiracy to defraud; |  |  |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |  |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |  |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  |
| 1. any offence listed— |  |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003; |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009 |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive— |  |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **Non-payment of taxes**  **4.2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  |

## Grounds for discretionary exclusion – Part 1

The authority may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (i);

|  |  |  |
| --- | --- | --- |
| **4.3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; |  |  |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 1. \*your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures; |  |  |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; |  |  |
| 1. \*\*your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |  |
| 1. Your organisation – 2. has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or 3. has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or |  |  |
| 1. your organisation has undertaken to |  |  |
| (aa) unduly influence the decision-making process of the contracting authority, or |  |  |
| (bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
| 1. your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

**\* Conflicts of interest**

In accordance with question 4.3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.

**\*\* Taking Account of Bidders’ Past Performance**

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this ITT. The authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority 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).

**‘Self-cleaning’**

Any Supplier that answers ‘Yes’ to questions 4.2.1, 4.2.2 and 4.3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

## Grounds for discretionary exclusion – Part 2

The authority reserves the right to use its discretion to exclude a Supplier where it can demonstrate the Supplier’s non-payment of taxes/social security contributions where no binding legal decision has been taken.

**Please note that Section 4.4 relating to tax compliance only applies where the authority has indicated that the requirement is over £5million in value.**

“Occasion of Tax Non-Compliance” means:

1. any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:
2. a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
3. the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
4. the Supplier’s tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion

|  |  |  |
| --- | --- | --- |
| **From 1 April 2013 onwards, have any of your company’s tax returns submitted on or after 1 October 2012; (please delete the option which doesn’t apply).** | | |
| 4.4.1 | Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; | Yes / No |
| 4.4.2 | Been found to be incorrect as a result of:  HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or  A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it  under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or  the failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established. | Yes / No |
| If answering “Yes” to either 4.4.1 or 4.4.2 above, the Supplier may provide details of any mitigating factors that it considers relevant and that it wishes the authority to take into consideration.  This could include, for example:   * Corrective action undertaken by the Supplier to date; * Planned corrective action to be taken; * Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or * Changes in financial, accounting, audit or management procedures since the OONC.   In order that the authority can consider any factors raised by the Supplier, the following information should be provided:   * A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc. * Where the OONC relates to a DOTAS, the number of the relevant scheme. * The date of the original “non-compliance” and the date of any judgement against the Supplier, or date when the return was amended. * The level of any penalty or criminal conviction applied. | | |

# Selection Criteria

## Economic and Financial Standing - N/A

## Technical and Professional Ability- N/A

## Additional Selection modules

### Project specific questions to assess Technical and Professional Ability - N/A

### Insurance

|  |  |
| --- | --- |
| Please self-certify (by deleting the option which doesn’t apply) whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below.  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 = £5million | Yes / No |

Evaluation Matrix for Section 4.7.2

Responses to the questions in this section will be scored on the basis of the marking criteria detailed in the table below.

|  |  |
| --- | --- |
| **Weight** | **Agreed Marking Criteria** |
| 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. |

### Compliance with Equality Legislation

|  |  |  |
| --- | --- | --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | |
| a. | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes / No |
| b. | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination? | Yes / No |
| If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. | | |
| c. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes / No |

Evaluation Matrix for Section 4.7.3

Responses to the questions in this section will be scored on the basis of the marking criteria detailed in the table below.

|  |  |
| --- | --- |
| **Weight** | **Agreed Marking Criteria** |
| Pass/Fail | **Pass** – If you have answered ‘no’ to a) and b), and have processes in place to check sub-contractors in this respect (where used) you will pass this section.  **Fail** – If you have answered ‘yes’ to a) and or b) you may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. |

### Environmental Management

|  |  |  |
| --- | --- | --- |
| a. | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. | Yes / No |
| b. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes / No |

Evaluation Matrix for Section 4.7.4

Responses to the questions in this section will be scored on the basis of the marking criteria detailed in the table below.

|  |  |
| --- | --- |
| **Weight** | **Agreed Marking Criteria** |
| Pass/Fail | **Pass** - Bidders who have not been convicted or served notice upon, and have processes in place to check sub-contractors in this respect (where used) will pass this section.  **Fail** - The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. |

### 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/>.

|  |  |
| --- | --- |
| 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, the Forestry Commission still requires you to have a written Health and Safety Policy |
| **Answer:** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2a) | The FC requires confirmation that this contract 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. | | | | |
| Certification / Qualification | | | Number of personnel with certification / qualification | Qualification Provider | Frequency of Update training |
| First Aid at work or Emergency First Aid at Work (+ F)\* | | |  |  |  |
| 2b) | | If the appropriate personnel who will deliver the contract **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 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](http://www.forestry.gov.uk/forestry/infd-8wpmpq) 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.

|  |  |
| --- | --- |
| 3) | 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:** | |

|  |  |
| --- | --- |
| 4a) | 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:** | |

|  |  |  |
| --- | --- | --- |
| 4b) | | 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.  OR  Where 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:** | | |
| 4c) | | 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:** | | |
| 4d) | 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:** | | |

|  |  |
| --- | --- |
| 4e) | 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. |
| **Answer:** | |

|  |  |
| --- | --- |
| 4f) | 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:** | |

Evaluation Matrix for Section 4.7.5

Responses to the questions in this section will be scored on the basis of the marking criteria detailed in the table below. Any bidder that receives a ‘Fail’ against any of the health and safety questions will not be considered further in relation to this ITT.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | **Description** | **Marking Method** | | **Marking Criteria** | |
| 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.** | |
| 2a) & b) | 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 part a), but has provided a response to part b 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 part a) and/or part b) of the question.** | |
| 3 | 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 health and 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 component parts of question 4 will be scored as detailed in the marking criteria column below. In order to pass this question, bidders will need to achieve a pass mark which is equal to or greater than 11 out of 17. Any bidder scoring below 11 will fail this section. Note: bidders can also automatically fail certain sections of question 4 if their responses are inadequate as detailed below; in such cases, failure of one component part would constitute an overall failure of the section and their entire bid.** | | | | | |
| 4a) | 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. |
| 4b) | Risk Assessment Process – Part i | | Scored Question | | **Scoring Part i)**  **Score of 4** – Relevant site specific risk assessment from previous contract has been provided in response to Part i). 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 in response to Part i). 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 in response to Part i) OR generic or hypothetical risk assessment in response to Part i) has been provided, with no further information of the process applied.  **Fail – Inadequate process or no response provided** |
| 4c) | Risk Assessment Process – Part ii | | 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. |
| 4d) | 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.** |
| 4e) | Health & Safety Advice | | Scored Question | | **Score of 1** - Response identifies competent responsible person.  **Score of 0** - Response not provided or inadequate. |
| 4f) | 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** |

# Award Criteria

## Requirement Specific Questions

|  |  |  |
| --- | --- | --- |
| **No. 1** | **Question** | **Weight %** |
|  | 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 survey work will be carried out and also include the health and safety, biosecurity, quality requirements and incorporate a work program identifying the timescales and various steps involved. | 30 |
| Response: | | |
| **No. 2** | **Question** | **Weight %** |
|  | Provide detailed information on the background, and responsibility of every team member you intend to use to carry out this work, demonstrating their suitability for the task.  Your response should incorporate a clear specification of the tasks to be carried out by each team member including the time commitment of each member at the various steps as detailed in response to question 4.8.1. | 20 |
| Response: | | |

## Evaluation Matrix for Section 4.8

Responses to the questions in this section will be scored on the basis of the marking criteria detailed in the table below.

|  |  |  |
| --- | --- | --- |
| **No.** | **Weighting** | **Marking Criteria** |
| 1  2 | 30%  20% | The following evaluation system will be applied to this section:  **0 – No response or totally inadequate**  No response or an inadequate response.  **1 – Major Reservations / Constraints**  The response simply states that the supplier can meet some of the requirements set out in the question or Specification of Requirements, but have not given information or detail on how they will do this.  **2 – Some Reservations/Constraints**  Bidder has provided some information about how they propose to meet most of the requirements as set out in the question or Specification of Requirements. There is some doubt in their ability to consistently meet the full range of requirements.  **3 – Fully Compliant**  Bidder has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or Specification of Requirements. This gives full confidence in their ability to meet the full range of our requirements.  **4 – Exceeds Requirements**  Bidder meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract. |

## Pricing Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Description** | **Price**  **(£)** | **Weight %** |
|  | The basis of a single price per plot ex VAT |  |  |
|  |  |  |  |
|  | 0.01 ha plot size |  | 15% |
|  | 0.02 ha plot size |  | 15% |
|  | 0.03 ha plot size |  | 5% |
|  | 0.05 ha plot size |  | 10% |
|  | Per tree for A4 or A5 tariff |  | 5% |

## Evaluation Matrix for Section 4.9

Responses to this section will be scored on the basis of the marking criteria detailed in the table below.

|  |  |
| --- | --- |
| **Weight** | **Agreed Marking Criteria** |
| 50% | Price will be evaluated using the ‘standard differential method’ – each bidder receives 100% of the available marks less the percentage by which their tender is more expensive than the lowest; with 4 being the maximum score achievable. |

## ITT – Template for Appendices

Please use the following form for each appendix you are providing. If, for formatting purposes you are not able to use this appendix form, please ensure you clearly number the appendix, along with the section and question it relates to.

|  |
| --- |
| **Appendix Number** - |
| **ITT Section** - |
| **Question Number** - |
|  |

## Terms and Conditions

This ITT, and any contract arising from it, will be subject to the latest version our [terms and conditions](http://www.forestry.gov.uk/website/forestry.nsf/byunique/infd-8xtkx5) for Services (non-operational).

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

|  |  |  |
| --- | --- | --- |
| a) | Do you accept the FC’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. | |
|  |  | |

Evaluation Matrix for Section 4.11

Responses to the questions in this section will be scored on the basis of the marking criteria detailed in the table below.

|  |  |
| --- | --- |
| **Weight** | **Agreed Marking Criteria** |
| 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. |

## 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 the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

The essence of selective tendering is that the authority 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 authority’s requirement.

The following appendices form part of our submission;

|  |  |
| --- | --- |
| **Section of ITT** | **Appendix Number** |
|  |  |
|  |  |
|  |  |
|  |  |

**ITT COMPLETED BY**

Name:

Role in Organisation:

Date:

Signature:

Evaluation Matrix for Section 4.12

Responses to this section will be evaluated on the basis of the marking criteria detailed in the table below.

|  |  |
| --- | --- |
| **Weight** | **Agreed Marking Criteria** |
| Pass/Fail | **Pass**: Completed, signed declaration has been provided with all relevant appendices listed.  **Fail**: Declaration has not been signed or provided, or exceptions have been noted which cannot be accepted. |

1. See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/> [↑](#footnote-ref-1)