Invitation to Tender

for

PRODUCTION SURVEY IN THE SOUTH OF WEST ENGLAND FOREST DISTRICT

Reference: CR2019/20/011

# 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 in the South of West England Forest District.

Our intention is to award this contract for a period of 7 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 £25,000.00.

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/7nm3n58bckkqy7e/AAAQbIgDyRg8tyF9q4kpbJdva?dl=0>

2.1 Locality and area: -

**The South of West England Forest District -** All land highlighted on sample location maps supplied by Forest Research Fineshade and extending to approx. 2470 production survey plots over 1225ha in 13 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 pre-determined 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 field form 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 Grow Solutions 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 twice at right angles to account for the oval option being turned on. 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 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).

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, Ms R Wilson, Tel: 0300 067 4819 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, Ms R Wilson, Tel: 0300 067 4819 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

## 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** |
| Closing date for expressing interest and questions | Wednesday 24th July 2019, 14.00hrs |
| **Closing Date and Time for Tender Returns** | Thursday 1st August 2019, 14.00hrs |
| Notification of Award | Week beginning 5th August 2019. |
| Expected Start Date | 12th August 2019 |

## Enquiries

Please send all enquiries by email, by the deadline stated at Section 3.1 quoting thereference numberprinted at the front of this document to:

Liz Richardson

Email: [liz.richardson@ForestResearch.gov.uk](mailto:liz.richardson@ForestResearch.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 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. The FC will only evaluate on information provided, working history with the FC 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 production survey in the South of West England Forest District REF: CR2019/20/011 –** **Not to be opened until 14.00, 1ST August 2019**.

**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

## 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.

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

## Consortia arrangements

Please contact the FC 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.

The FC 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 FC any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

The FC 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 FC 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 FC 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 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 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 = £5million |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.3.2 | The FC 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** |
| First Aid at work or 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/article/first-aid-policy) 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.  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:** | |
| 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. |
| **Answer:** | |

|  |  |
| --- | --- |
| 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 organisation  Position in the organisation  E-mail address |  |  |
| Contract start date  Contract completion date  Estimated Contract Value |  |  |

## Award Criteria

## Requirement Specific Questions

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Weight %** |
| 4.5.1 | Provide full accurate details of your proposed approach to the work described in Section 2 – Specification of Requirements. Your response should explain fully and accurately and in detail how the survey work will be carried out  Please **also** include details relating to the health and safety, biosecurity & quality requirements and incorporate a work program identifying the timescales and various steps involved. | **30** |
| Response: | | |
| **No.** | **Question** | **Weight %** |
| 4.5.2 | 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 4.5.1. | **20** |
| Response: | | |

## Pricing Schedule

|  |  |  |
| --- | --- | --- |
| **Description** | **Price**  **(£)** | **Weight %** |
| The basis of a single price per plot ex VAT |  |  |
|  |  |  |
| 0.01 ha plot size |  | 25% |
| 0.02 ha plot size |  | 10% |
| 0.03 ha plot size |  | 5% |
| 0.05 ha plot size |  | 5% |
| Per tree for A4 or A5 tariff |  | 5% |

## Terms and Conditions

This ITT, and any contract or framework agreement arising from it, will be subject to the latest version of our terms and conditions for Services (non-operational). <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710655/NonOperationalServiceContractSchedule1Jan2016.pdf>

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 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. | |
|  |  | |

## 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 FC may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I understand the FC may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The FC may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this ITT. The FC 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, the FC 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 the FC 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 FC’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. | |
| 4.3.2  4.3.3 | 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. |
| 4.5.1  4.5.2 | | Requirement Specific Questions | | 30%  20% | | **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 or framework. |
| 4.6 | | Pricing Schedule | | 50% | | 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 |
| 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. |