**ITQ Response**

## Before you start

Please read our separate ITQ and Specification documents fully and use them when writing your response.

## Your response

Please complete the following questionnaire.

# Your details

|  |  |
| --- | --- |
| **Company name** |  |
| **Company address** |  |
| **Contact name** |  |
| **Contact email address** |  |
| **Contact telephone number** |  |
| **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. |

# Award Questions - 80%

Please complete the following award questions. The bidder is welcome to provide additional documentation, however, the response(s) must clearly be labelled to the relevant question below.

|  |  |  |
| --- | --- | --- |
| 1. | Question.  Provide details of the skills, knowledge, qualifications and experience of the key people that will work on this contract.  This should directly reflect the outputs required as described in Appendix 1. | 20% |
| Bidder Response: | | |
| 2. | Question.  Provide evidence knowledge and experience where you have undertaken such consultancy and provided this type of service i.e. advice and recommendations to all the points as described in Appendix 1. | 30% |
| Bidder Response: | | |
| 3. | Question.  Provide details as to your approach and methodologies as to how you will evaluate the case study sites, and, provide examples of how you will present your recommendations. | 30% |
| Bidder Response: | | |

## Pricing Schedule – 20%

Please complete the pricing schedule for the services you will undertake. Your total price will be scored.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Daily Rate** | **Hours** | **Total Cost** |
| *[enter activity]* | £ |  | £ |
| *[enter activity]* | £ |  | £ |
| *[enter activity]* | £ |  | £ |
| *[enter activity]* | £ |  | £ |
| *[enter activity]* | £ |  | £ |
| *[enter activity]* | £ |  | £ |
| *[enter activity]* | £ |  | £ |
| **Total** | | | **£** |

# 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 ITQ, and to determine which contractor(s) provide the most economically advantageous tender in accordance with the criteria set out in this ITQ. I am signing on behalf of …………………………………… **(insert name of contractor)**.

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

I understand Forestry England may assess the past performance of a Contractor. Forestry England may consider any failure to discharge obligations under previous relevant contracts. Forestry England may also assess whether specified minimum standards for reliability for such contracts are met.

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

**COMPLETED BY**

Name:

Role in Organisation:

Date:

Signature: