Electric Vehicle Charging Strategy Appointment of specialist consultant

**Invitation to quote**

## This document

This document contains important information on how you can quote for this opportunity. Please read it fully and use it when preparing your quote.

## About us

Forestry England is the largest land manager in England and custodian of the nation’s public forests. Our mission is to connect everyone with the nation’s forests by creating and caring for forests for people to enjoy, wildlife to flourish and businesses to grow.

We support the Forestry Commission, the non-ministerial department responsible for protecting, expanding and promoting the sustainable management of forests and woodlands in England, and work with Forest Research.

More information is available on our website at [www.forestryengland.uk](http://www.forestryengland.uk).

# What we need

With current Government transport strategies and the shift away from fossil fuel vehicles, the importance and reliance for public facing electric vehicle charging points in areas not usually associated with the supply or provision to re-fuel a vehicle will be critical.

In order to provide an added ‘service’ to our visitors whose mode of transport is an electric vehicle, we have the aspiration to provide the technology and systems whereby vehicles can be charged through public facing electric vehicle charging points at a Forestry England car park.

We are successfully operating our own fleet of electric vehicles through our ‘back of house’ electric vehicle infrastructure and now wish to further explore the opportunities for public facing electric vehicle charging points.

Our overriding objective would be to provide public facing electric vehicle charging points at locations i.e. forest car parks, where sufficient demand for this service is evident and / or a realistic prospect and is commercially viable.

To further develop our strategic direction and ultimately understand the feasibilities for the implementation of our objective, we wish to engage with a specialist consultant who will provide expert knowledge and experience in this field.

A full briefing document of our requirements are labelled: Appendix 1 – Electric Vehicle Charging Strategy – Consultancy Brief.

The value of this contract will be under £25,000.

# Important dates

The table below sets out the key dates you should be aware of for this quotation. We will keep you updated of any changes to these dates. We reserve the right to cancel or withdraw from the quote process at any stage.

|  |  |
| --- | --- |
| What is happening | When |
| Closing date for your questions | **30th March 2021** |
| **Closing date and time for quote returns** | **12 noon - 6th April 2021** |
| Results issued | **27th April 2021** |
| Expected contract start date | **4th May 2021** |

# Your questions

You are encouraged to ask any questions you have about the contract and the quotation process. All questions need to be emailed FAO Parking Infrastructure Manager, email: [parking@forestryengland.uk](mailto:parking@forestryengland.uk) . Please send your questions by the closing date given in the important dates table above.

We send out the questions we have received and our answers to all those that have been invited to quote. We will not identify who has asked the question. Please clearly mark any commercially sensitive questions that you do not want us to share.

# The contract

The final contract with the successful contractor will be subject to the latest version of our Terms and conditions. The successful contractor’s own Terms and conditions will not be accepted.

## General instructions

* Your completed quotation and all accompanying documents are to be in English
* All prices must be in sterling and exclusive of VAT.
* We do not have to accept the lowest priced quotation, or part, or all of any quotation.
* All information supplied to you by the us must be treated in confidence and not disclosed to third parties
* All details of your quotation, including prices and rates, must be valid for our acceptance for a period of 30 days.
* Once the contract has been awarded, any additional costs incurred which are not reflected in the quotation will not be accepted for payment.
* Offering an inducement of any kind in relation to obtaining this or any other contract with Forestry England will disqualify your quotation from being considered and may constitute a criminal offence.

## ITQ response

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

## Send your completed ITQ Response Form, FAO Parking Infrastructure Manager via email: [parking@forestryengland.uk](mailto:parking@forestryengland.uk) by the closing date 12 noon - 6th April 2021.