**Invitation to Tender**

***PIGSHILL AND CLARRICK WOODS CIC***

***Reviving our Traditional Woodland***

***Provision of a 4x4 Pickup Truck***

# About Pigshill and Clarrick Woods CIC

Pigshill and Clarrick Woods CIC was formed in 2013 to manage 66-acres of woodland under a long lease.

It is run by six directors drawn from the local community and another three advisers. The work is accomplished with the help of enthusiastic volunteers and stakeholders.

Our key objectives are:

Protect and enhance the woods’ ecosystem

Create employment and training opportunities for local people

Improvements in well-being for locals and visitors

Encourage education about the area’s natural environment

There are a range of habitats and a mix of historical silvicultural systems across the woodlands; including areas of scrub, coppice, single-species stands and mixed-broadleaved woodland.

The far east end of the wood contains mixed-broadleaved woodlands, listed as ancient semi-natural woodlands with oak, ash and other canopy species. Within the woods we have planted areas with locally dominant beech, sweet chestnut and Scots pine. At the far west end, following the clear-fell of larch, there is hazel coppice and open areas of scrub where we are now seeing natural regeneration amongst the new planting.

In this area we are witnessing a richness of wildlife including insects, birds and amphibians with the shrub and flora providing vital food and shelter. It is also where you can find our two ponds and an old cistern/well.

# Background and Context

Pigshill and Clarrick Woods has been awarded funding by the UK Shared Prosperity Fund CIoS Good Growth Community Levelling Up for infrastructure, equipment and vehicle upgrading.

Our group needs to acquire a 4x4 pickup vehicle which is essential for our work. Some of the reasons why we need this type of vehicle are:

**Access:** You cannot enter the woods without 4x4 traction.

**Transportation of Equipment and Supplies:** A pickup truck provides a versatile means of transporting tools, equipment, and supplies needed for various tasks in the woodland, such as tree planting, maintenance, and trail building.

**Woodland Management**: Pickup trucks are valuable for conducting routine inspections, monitoring the health of the woods and addressing issues promptly.

**Emergency Response:** We do emergency work after storms, and a pickup truck is crucial asset to ensure a quick response and to transport equipment and volunteers wherever they are needed.

**Track Maintenance:** Pickup trucks are well-suited for maintaining woodland trails. They can transport gravel, tools, fallen branches and materials necessary for repairing and improving pathways, making the woodland more accessible to the community.

**Harvesting and Hauling:** For sustainable timber harvesting, a pickup truck can be used to transport logs, wood chip, boards or other forest products from the woodland to designated processing areas, customers or markets.

**Community Engagement:** A pickup truck facilitates community engagement activities, such as organising educational programs, workshops and guided tours within the woodland, as well as providing a means of transporting volunteers to different sites.

**Wildlife Conservation:** Pickup trucks are useful for our wildlife conservation efforts, installing and maintaining birdhouses, transport to burn sites of invasive species and transporting materials for habitat restoration projects like our ancient ponds.

**Resource Efficiency:** Having a pickup truck on site reduces the need for community members to use personal vehicles for woodland-related tasks. This not only streamlines operations but also contributes to resource efficiency and reduces the environmental impact of multiple vehicles accessing the area.

# Tender requirements

* 1. **General**
1. Pigshill and Clarrick Woods CIC is seeking a new or second-hand (low mileage) pickup truck. The type of pickup truck needed is the extended cab type with the following characteristics:

1. Pickup truck 4x4 Extended Cab

2. 13 Pin (Pin 10) 180W Capacity Power Extension Kit

3. Rubber Floor Trays

4. Tow Bar 4x4

5. Solid Lockable Canopy

1. Under-Rail Bed Liner Kit

7.BFG All Terrain Tyres

* 1. **Budget**

Budgets must include delivery charge, registration and VAT.

# Tender and commission timetable

The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 10 April 2024 |
| Last date for raising queries | 1700: 19 April 2024 |
| Last date for clarifications to queries | 22 April 2024 |
| Deadline to return ITT | **1700:3 May 2024** |
| Evaluation of ITT | 6 May 2024 |
| Award of Contract  | 8 May 2024 |

# Tender submission requirements

Please include the following information in your Tender submission.

* 1. Registration number
	2. Description of the vehicle, age and condition.

**6. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Pigshill and Clarrick Woods CIC.

**7. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Pigshill and Clarrick Woods CIC or its management team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Pigshill and Clarrick Woods CIC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

daniel@pigshillandclarrickwoods.org.uk

in accordance with the Tender and Commission Timetable in section 4.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Pigshill and Clarrick Woods CIC unless such representation is in writing and duly signed by a Director of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. The award of the contract will be to the LOWEST COMPLIANT BID.

10**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the tenderer’s response.

# Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 4

Latest date to be returned: As per Section 4

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

daniel@pigshillandclarrickwoods.org.uk

with the following message clearly noted in the Subject box;

‘Provision of a pickup truck’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# Disclaimer

The issue of this documentation does not commit Pigshill and Clarrick Woods CIC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Pigshill and Clarrick Woods CIC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Pigshill and Clarrick Woods CIC and any other party (save for a formal award of contract made in writing by Pigshill and Clarrick Woods CIC or on Pigshill and Clarrick Woods CIC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Pigshill and Clarrick Woods CIC or any information contained in Pigshill and Clarrick Woods CIC’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Pigshill and Clarrick Woods CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Pigshill and Clarrick Woods CIC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Pigshill and Clarrick Woods CIC liable for any costs or expenses incurred by tenderers during the procurement process.