Invitation to Tender for

Framework for Tariffing and Surveying Operations in Yorkshire Forest District

Reference: FEE/0615

# 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 framework agreement for Tariffing and Surveying within the Yorkshire District.

The framework area is within Yorkshire Forest District (YFD) area consisting of the North Riding Beat, York Beat and Cleveland Beat (see map at Appendix 1).

Our intention is to award this framework agreement for a period of 4 years. A break point is available at the end of year 2 at which time we will decide on whether the framework will continue. The decision on whether to use the break point will be at our discretion and we will base it on the following factors: performance, affordability and budget availability.

The total value of this framework agreement over the entire period, including any extension options (if detailed above), will be in the region of £65,000.

A framework is an agreement with one or several providers. It sets out the general terms and conditions under which we can make specific purchases as and when we need them. The formal contract is formed when the customer places a call-off order against the framework asking for specific delivery of goods, services or works. A bidder can receive a call-off order directly, or we may ask them to take part in a mini-competition with the other bidders on the framework.

This particular Framework Agreement will operate as follows:

When work is required it will be allocated as a “Call Off” to the appropriate Framework contractor using one of the following methods:

* **For Direct Award:**
* The contractors will be ranked on the basis of their overall tender returns.
* When work is required, the contractor in first place will be contacted by the Contract Manager and expected to undertake the work in accordance with the prices and specification agreed under the framework.
* Where the first place contractor lacks the capacity to undertake work the work will be offered to the next placed contractor that has sufficient resources to undertake the work.
* The Forestry Commission will use the information in the contractors’ tenders regarding their resources plus the amount of ongoing work a contractor has when deciding if they have capacity to undertake the new work required.
* **Mini-Competition:**
* Where work is required and the framework conditions and prices need to be further refined to provide value for money, all contractors on the relevant lot will be asked to take part in a mini-competition.
* Contractors will be invited to attend a site visit and will be provided with specification.
* Contractors will be asked to submit a written quote by a specified deadline.
* All quotes received by the deadline will be evaluated based on pricing and delivery.

The Forestry Commission gives no guarantee as to the volumes of work that will be offered under this framework as the Forestry Commission is not bound to offer any work under this framework. As and when work is required throughout the agreement period, call off orders will be placed using the method detailed above, specifying the work that is required. Maps and information will be supplied at the time of the call off providing detailed information and the location.

The framework agreement is for work across the entire Yorkshire Forest District. We intend to have up to 5 contractors on this framework, although we reserve the right to take a more appropriate number if necessary.

When a call off is made, The FC will provide maps (see Appendix 2) and plotting forms (see appendix 3) The contractor will supply all other materials and equipment, such as paint and measuring equipment, including a means for each marker to establish a consistent, accurate breast height of 1.3m.

Adherence to these specifications is mandatory; failure to adhere may result in reassessment of your suitability to deliver.

**Background Information**

**Specific Requirements**

The primary area of work is timber measurement, however from time to time there may be a requirement to carry out additional survey works, for example - pre-survey site assessments (e.g. stratification), stocking density, rhododendron surveys. Additional works may necessitate the use of new technologies, and will be at the districts discretion. The district reserves the right to run mini-competitions.

We will require timber measurement survey work to be undertaken in accordance with the Forest Mensuration Handbook 2013 (Blue Handbook).

The successful contractor(s) will be required to collect data for each sub-compartment and present the results on a provided work summary sheet: Please see *Appendix 3* for an example.

**PART 1: Basal area survey, Top Height and Volume Plotting**

It is essential that procedures and conventions outlined in Forest Mensuration, a Handbook for Practitioners, Forestry Commission (2006) are followed.

In particular, reference should be made to the following sections:

2.3 Plot sizes on p32

3.1 Diameter on pp 36 to 38

3.2 Basal area by relascope on pp 39 to 42

3.3 Top Height on pp 47 to 52

4.3 Abbreviated tariffing procedures on pp88 to 103

**A. Survey basal area (BA) and top height (TH) to be measured and recorded on FC form provided (see Appendix 3).**

1. Identify sample points

* A number of sample points should be selected, preferably systematically or with a point sampling grid on a map, throughout the area to be assessed.
* The following table gives an approximation of the number of plots required:

|  |  |  |
| --- | --- | --- |
| **Area (ha)** | **Uniform stand** | **Variable stand** |
| 0.5 - 2 | 12 | 16 |
| 2 - 10 | 16 | 24 |
| Over 10 | 20 | 32 |

Table 1: Number of sample points required for a basal area survey.

* Each point should be a minimum distance from the edge of the stand (see P40) and should be chosen to give equal weight to each component part of the stand. For example, where the stand is composed of row mixtures each part of the mix must be sampled.

2. Carry out relascope sweeps

* A relascope sweep needs to be made at each point (p41).
* There are two main types of relascope: a T-gauge and a glass or plastic prism. Either is acceptable but accuracy will require to be verified by FC.
* Only trees of greater than 7cm diameter at breast height (DBH) are included in the count. Conventions for deciding which trees are ‘in’ and which are not must be followed (refer to pp 41 – 42).
* Basal area per hectare is a product of the relascope factor and the number of trees counted. For example, where the factor is two and 18 trees are counted, the basal area is 36 m2 per ha.
* If the sampling point is on sloping ground then a correction factor should be applied (p 33).
* The basal area per hectare of the stand is the mean of the BA estimated at each sampling point.

3. Top height (TH) should be assessed as per instructions in the handbook. This will involve the use of vertex, hypsometer or clinometer to measure height to tip for conifers and timber height for broadleaf trees. The number of top height trees must be as per the following table:

|  |  |  |
| --- | --- | --- |
| **Area (ha)** | **Uniform crop** | **Variable crop** |
| 0.5 - 2.0 | 6 | 8 |
| 2.0 - 10.0 | 8 | 12 |
| Over 10 | 10 | 16 |

Table 3: Number of plots required to estimate top height and to sample stand DBH for volume estimate plotting (B6 plots).

* In practice, when assessing BA every second relascope point should be used as a sampling point for top height. The largest DBH tree within 5.6m distance from this point should be measured for top height. In practice this should be the tree that appears to be of largest DBH with six paces of the sample point.
* Stand top height is the arithmetic mean of the sample plots.
* The top height tree is to be marked as follows :-

DBH to be marked with tree marking paint around the full circumference of the tree, using a band not exceeding 2cm in width. The tree is then to have the initials TH plus the corresponding number (e.g. TH1) marked in tree marking paint above the DBH line.

4. Survey stand features to allow net area calculation.

An assessment must be made of the stand or stands of trees for species components, open areas, and other constraining features. These should be recorded on 1: 10000 stock maps.

**B. Volume Plotting (B6 plots) to be measured and recorded on FC form provided (see Appendix 3).**

1. Identify plots:

* Use the following to calculate how many sample points are required.

|  |  |  |
| --- | --- | --- |
| **Area (ha)** | **Uniform crop** | **Variable crop** |
| 0.5 - 2.0 | 6 | 8 |
| 2.0 - 10.0 | 8 | 12 |
| Over 10 | 10 | 16 |

* These should be systematically located throughout the stand to equally represent all parts of the stand and recorded on a map.
* Each point will form the centre of a sample plot, within which stand stocking, DBH and top height will be measured. The plots must be located to avoid edges of stands.
* Plot size should be selected to provide between 7 and 20 trees with DBH greater than 10cm of each species in the stand. With two species in a mixed stand, use a 0.02 ha plot. With three species in the mixture, use a 0.05 ha plot.
* For circular plots the following table indicates required plot radii. Square plots may be more appropriate in younger crops where the planting pattern dominates. Where a tree falls on the boundary of the plot, it is counted as measurable, if by subjective assessment, more than half of the width of the stem falls within the plot.

|  |  |
| --- | --- |
| **Area (ha)** | **Plot radius (m)** |
| 0.01 | 5.6 |
| 0.02 | 8 |
| 0.05 | 12.6 |

Table 4: Radius of circular plots in metres for B6 plot sizes.

* Once plot centres are selected, these and the plot perimeter must be marked with paint.

2. DBH and top height measurements:

* The DBH of all trees of greater than 7cm must be recorded on plot sheets provided. The number of trees in each DBH class must be summed on the sheet.
* The DBH point should be marked on each tree measured using tree marking paint with a line, with a length of approximately ¼ of the circumference of the tree and not exceeding 2cm in width
* The tree of largest DBH in each plot must be measured for top height. The stand top height is the arithmetic mean of these height measures. This must be calculated and recorded on the sheet.
* The top height tree is to be marked as follows :-

DBH to be marked with tree marking paint around the full circumference of the tree, using a band not exceeding 2cm in width. The tree is then to have the initials TH plus the corresponding number (e.g. TH1) marked in tree marking paint above the DBH line.

3. Survey stand features to allow net area calculation:

An assessment must be made of the stand or stands of trees for species components, open areas, and other constraining features. These should be recorded on 1: 10000 stock maps

**C. Volume plotting by Abbreviated tariffing to be measured and recorded on FC form provided (see Appendix 4).**

When assessing a stand for volume by using plots (section B above), on occasion there may be sections of the crop that are too small and plots cannot be used to provide an accurate assessment of volume.

For these scenarios, volume assessment will be by tree count and use of an appropriate girth sample fraction, using the procedures as specified in the Forest Mensuration, a handbook for practitioners, Forestry Commission (2006) on pp88 to 103.

Procedures for DBH measurement and Top height assessment are as specified in section B above (Volume plotting).

**Contract Management**

When a call off is made, The FC will provide maps (see Appendix 2) and plotting forms (see appendix 3) The contractor will supply all other materials and equipment, such as paint and measuring equipment, including a means for each marker to establish a consistent, accurate breast height of 1.3m.

Performance against specified requirements will be reviewed throughout.

Adherence to these specifications is mandatory; failure to adhere may result in reassessment of your suitability to deliver.

**Failure to agree to undertake work once contacted will be treated as poor performance and may result in relegation to a lower position in the framework ranking.**

Tender prices submitted will hold for the first two years. Contractors on the framework will have an opportunity to provide their revised prices for years three and four at the end of year two where there is evidence of cost increases to the contractor due to current economic conditions. **Any price increases will have to be agreed in writing with the Contract Manager**.

**Health & Safety**

Comprehensive risk assessments will be required for all operations to address all the major hazards associated with the sites and work involved. The contractor is responsible for producing a site specific risk assessment for each task and giving a copy to the FC on request. The contractor is also responsible for having an emergency action plan in place that is relevant to the site and operators.

Formal pre-commencement meetings will be required for larger or more hazardous operations in order to agree a site specific risk assessment that identifies appropriate controls, and also record the responsibilities of those on site associated with the operation. All certification and training records will have been obtained as part of the pre-commencement process.

The contract holder will be responsible for supplying and displaying warning signs on obvious approaches to the work site. The contract holder will also be responsible for displaying any information signs regarding the work if supplied by the Forestry Commission. All signs will be removed from the work site by the contract holder when it is safe for members of the public to access the site.

All work carried out under this contract must comply with the following:

* Correct PPE must be worn at all times for the operation being carried out.
* Contractors must comply with the new **First Aid at Work Policy** which came into effect on January 2012. At least two operators will be trained in Emergency First Aid at Work + F, unless lone working in which case that operator must be trained.
* If lone working is required, the contractor must adopt a robust, FAIL-TO-SAFE lone working procedure. The FC must be informed when the contractor is intending to come onto site, but the FC cannot provide a lone-working system to the contractor. The FC has a no lone working policy relating to the use of chainsaws.
* Relevant FISA Guides for the operations are as follows and are available online (<http://www.ukfisa.com/safety-information/safety-library/fisa-safety-guides.html>) and from the District Office on request:
* FISA 802 Emergency Planning
* FISA 803 Firefighting
* FISA 804 Electricity at work: Forestry
* FISA 805 Training and certification

FC staff may on occasion ask for the contract holder to produce evidence that these guidelines are being followed e.g. FISA checklists.

**Forestry Commission Guidelines**

The Forestry Commission Guidelines; Forest and Soil Conservation, Forest Nature Conservation, Forests & Archaeology and Forest & Water Guidelines to be adhered to at all times.

<http://www.forestry.gov.uk/fr/INFD-623H2G>

<http://www.forestry.gov.uk/pdf/FCGL001.pdf/$FILE/FCGL001.pdf>

<http://www.forestry.gov.uk/fr/INFD-5W2FZT>

<http://www.forestry.gov.uk/forestry/INFD-8BVGX9>

**Pollution:**

Where any machinery or fuel is taken on site a pollution control kit will be maintained on site that is suitable for the control of any spillage from the machine or its fuelling. Any spillage must be reported to the District Office. Any spill with potential to pollute a watercourse must also be notified to the Environment Agency 0800 80 70 60. Costs associated with control and/or removal of contamination will be charged to the contract holder.

Diesel, Petroleum, Oils, Lubricants and/or Chemicals must be stored and transported in suitable bunded containers, which are tamper proof and/or kept securely in a vehicle. The contractor will be responsible for the safe disposal of contaminated materials as hazardous waste - in line with current legislation.

**Conservation:**

Known environmental constraints will be mapped. Such constraints might include: European Protected Species (principally, otter, dormouse, bats); badgers; Schedule 1 birds, archaeological sites. The contractor must comply with all requests made by the FC in relation to these constraints. The contractor should be vigilant at all times and if signs of protected species are found during the course of work, then the FC must be informed.

All bird nests and animal burrows etc. should be avoided. The contractor should also be vigilant to the possible presence of wasp nests etc. during the summer months. The contractor must also be considerate when identifying positions to drive posts into the ground. Posts must not be driven through the major roots of veteran or feature trees (Trees of Special Interest) on any site. If TSI pose a significant constraint on a site, then appropriate alternative solutions will be discussed and agreed during the pre-commencement meeting.

**Biosecurity:**

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).

**Archaeology**

Any site specific issues will be discussed with the contractor during a pre-commencement meeting on site.

**Sustainability**

This contract will be carried out in accordance with the Forestry Commission’s policy of reducing the environmental impact of operations on its land over time. Tenders will be assessed on the measures a prospective contractor would take to minimise the impact of their own actions on the environment in the course of undertaking this contract. Contractors should familiarise themselves with our Environment Policy (available using the following link: <http://www.forestry.gov.uk/forestry/infd-6z2jzm>) and work with us to deliver these aims.

There will be times in all areas of this framework when work must be carried out at short notice. Potential bidders who are based far from the working areas must consider carefully, both how they would meet this requirement, and also satisfy our requirement to improve the environmental sustainability of our operations.

**Note: If we ask, you must provide documentary evidence establishing your eligibility to tender and your qualifications to fulfil the framework contract if we accept your tender. This may be in the form of literature, drawings or samples.**

**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 | 06/09/19 |
| **Closing Date and Time for Tender Returns** | Midday 13/09/19 |
| Notification of Award | Week commencing 16/09/19 |
| Expected Start Date | Week commencing 23/09/19 |

## Enquiries

Please send all enquiries, by the deadline stated at Section 3.1 quoting the reference number printed at the front of this document to:

**Dale Sutherland – Roberts**

**Forestry Commission**

**Outgang Road**

**Pickering**

**North Yorkshire**

**YO18 7EL**

[dale.roberts@forestryengland.uk](mailto:dale.roberts@forestryengland.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 Framework for Tariffing and Surveying Operations in Yorkshire Forest District and FEE/0615 –** **Not to be opened until 14/09/19 at 1300**’.

Send completed tender documents to the following address:

Dale Sutherland – Roberts, Yorkshire Forest District Office, Outgang Road, Pickering YO18 7EL

## 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 = £ 5 Million |  |
| Products Liability = £ 5 Million |
| Professional Indemnity = £ 5 Million |
| Loss of or damage to Equipment, Plant and Materials: The FC being a government body does not carry insurance. Please give an undertaking that all equipment, plant and materials supplied will be insured to cover all eventualities for the period of the contract. = Minimum amount of cover required is the replacement cost |
| Loss of or damage to the Works: The FC being a government body does not carry insurance. Please give an undertaking that all Works are insured for the period of the contract. = Minimum amount of cover required is the replacement cost |

## 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/sites/default/files/documents/FIRSTAIDPOLICY-externalv6final.pdf) 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 20%** |
| 4.5.1 | Please describe what resources you will use to complete this work. Your answer should include how you will achieve tight, time bounded and specific deadlines. (You must be able to demonstrate sufficient capacity in terms of labour, equipment and also details of contingency arrangements.)  Can you name the personnel you are intending to use for this framework, including sub-contractors, and briefly describe their experience relevant to this type of work? Please provide details on how the quality of their work will be monitored by the contract manager | The following evaluation system will be applied to this section:  **0 – No response (complete non-compliance)**  No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.    **1 – Unsatisfactory response (potential for some compliance but very major areas of weakness)**  Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services.  **2 – Partially acceptable response (one or more areas of major weakness)**  Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail  **3 – Satisfactory and acceptable response (substantial compliance with no major concerns)**  Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution.  **4 – Fully satisfactory /very good response (fully compliant with requirements)**  Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution.  **5 - Outstanding response (fully compliant, with some areas exceeding requirements)**  Submission sets out a robust solution (as for a 4 score) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the FE. |
| Response: | | |
| **No.** | **Question** | **Weight 10%** |
| 4.5.2 | With reference to the specification please provide details of how you intend to monitor, evaluate and maintain quality of service throughout this contract (how you intend to maintain a consistency in the number of crew/team members available in order to complete the contract before March 31st of each year). | The following evaluation system will be applied to this section:  **0 – No response (complete non-compliance)**  No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.    **1 – Unsatisfactory response (potential for some compliance but very major areas of weakness)**  Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services.  **2 – Partially acceptable response (one or more areas of major weakness)**  Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail  **3 – Satisfactory and acceptable response (substantial compliance with no major concerns)**  Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution.  **4 – Fully satisfactory /very good response (fully compliant with requirements)**  Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution.  **5 - Outstanding response (fully compliant, with some areas exceeding requirements)**  Submission sets out a robust solution (as for a 4 score) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the FE. |
| Response: | | |
| **No.** | **Question** | **Weight 10%** |
| 4.5.3 | Please demonstrate evidence of you/your organisation’s past experience in similar survey work that would support the quality of your proposal. Please provide at least one example relating to stand survey, tariffing or both as applicable. | The following evaluation system will be applied to this section:  **0 – No response (complete non-compliance)**  No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.    **1 – Unsatisfactory response (potential for some compliance but very major areas of weakness)**  Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the tenderer will be able to provide the services.  **2 – Partially acceptable response (one or more areas of major weakness)**  Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail  **3 – Satisfactory and acceptable response (substantial compliance with no major concerns)**  Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution.  **4 – Fully satisfactory /very good response (fully compliant with requirements)**  Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution.  **5 - Outstanding response (fully compliant, with some areas exceeding requirements)**  Submission sets out a robust solution (as for a 4 score) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the FE. |
| Response: | | |

## Pricing Schedule

|  |  |
| --- | --- |
|  | ***Weight %*** |
| **Please provide details of your pricing in the schedule provided below** | 60 |

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description** | **Price**  **(£)** |
| 1 A | Basal area Survey and Top ht assessment (Price per plot) |  |
| 1 B1 | Volume plotting – DBH measurement and Top ht assessment.  Plot size = 0.01 ha plot (Price per plot) |  |
| 1 B2 | Volume plotting – DBH measurement and Top ht assessment.  Plot size = 0.02 ha plot (Price per plot) |  |
| 1 B3 | Volume plotting – DBH measurement and Top ht assessment.  Plot size = 0.05 ha plot (Price per plot) |  |
| 1C (This is for information purposes only and will not be evaluated) | Other survey work- For example, Volume plotting by abbreviated tariffing, using tree count, girth sample fraction, DBH measurement and Top ht assessment (Price per hour) |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Terms and Conditions

This ITT, and any contract or framework agreement arising from it, will be subject to the latest version our [terms and conditions](https://www.gov.uk/government/organisations/forestry-commission/about/procurement) for operational services.

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 | | **Not applicable – Machinery not required in this contract** |
| 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 | | Requirement Specific Questions | | 40% | | **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 | | 60% | | 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. |