

# **Invitation to Tender for**

## **Cash Collection and Related Services**

Contract No: **FIN/001/CASH**

## 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 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

We take the lead, on behalf of all three administrations, in the development and promotion of sustainable forest management. We deliver the distinct forestry policies of England, Scotland and Wales through specific objectives drawn from the country forestry strategies.

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

## 1 Type and term of contract

We will be awarding a contract for cash collection from premises and car park machines at various sites across England. This contract also includes a number of related services including processing and banking of collected cash plus change float services.

Our intention is to award this contract for a period of three years.

Break points are available within the contract at the end of each year at which time we will decide on whether the contract will continue.

The decision on whether to use the break points will be at our discretion and we will base it on the following factors: contractor performance, ongoing site requirements and budget availability.

The total estimated value of this contract over the entire three year period will be a maximum of £520,000 based on current maximum collection values from sites. However, bidders should note that collection values fluctuate across the year depending on factors including holiday periods, events, weather etc. The Forestry Commission does not guarantee this maximum contract value.

## 2 Timetable, enquiries and return arrangements

### 2.1 Timetable

Set out below is the proposed procurement timetable. This is intended as a guide, and, while we do not intend to depart from the timetable, we reserve the right to do so.

Stages	Dates
Issue ITT Document	Wednesday 11 <sup>th</sup> January 2012
Closing date and time for enquiries	16:00 on Wednesday 22 <sup>nd</sup> February 2012
<b>Tender Return Date and Time</b>	<b>13:00 on Monday 5<sup>th</sup> March 2012</b>
Expected Notification of Intent to Award	Friday 23 <sup>rd</sup> March 2012
End of Standstill Period	Tuesday 10 <sup>th</sup> April 2012
Expected Start Date	Tuesday 1 <sup>st</sup> May 2012

## 2.2 Clarification, | |

### 2.2.1 Clarification

Once we have evaluated submissions, we may need further clarification and may ask for this additional information or a clarification meeting. The purpose is to explore further the information you have provided in your submission.

## 2.3 Enquiries

Please send all enquiries in writing or by email, by the deadline stated at Section 2.1 quoting the contract number printed at the front of this document to:

Procurement Enquiries

620 Bristol Business Park, Coldharbour Lane, Bristol, BS16 1EJ

Email: [procurement.england@forestry.gsi.gov.uk](mailto:procurement.england@forestry.gsi.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 potential tenderers, although your identity will remain confidential.

**If you want to tender, and have not yet registered interest in the contract, you must do so before the closing date for enquiries to make sure you are told about any questions and answers.**

## 2.4 Return arrangements

Please return your completed tender as:

- two paper copies by post or hand delivered, and
- one copy on disk or USB type storage device in a read only format |

Please note that we do not accept fax or email copies.

We must receive your completed tender before the closing time shown in the Timetable at Section 2.1. We will keep tenders received before this deadline unopened until after this time. **We will not consider any tenders we receive after the deadline.** Please be aware that tenders may be copied for our use.

Mark your envelopes with the words '**Tender for Cash Collection and Related Services** – **Not to be opened until 13:00 on Monday 5<sup>th</sup> March**'.

**Submissions may be excluded if you do not mark the envelope in this way.**

Send completed tender documents to the following address:

Forestry Commission

620 Bristol Business Park

Coldharbour Lane

Bristol, BS8 2NQ |

## 3 Statement of Requirements

We intend to award a contract for cash collection from Forestry Commission premises and car park machines at various sites across England plus related cash services. Bidders should note that some of these may be remote locations and should satisfy themselves that they are able to service all these locations prior to submitting a tender.

### **GENERAL**

The contractor will hold Security Industry Association (SIA) approved contractor status.

The contractor will be required to provide the Forestry Commission with formal risk assessments for the services to be performed under the contract.

### **SERVICE REQUIREMENTS**

The successful contractor must provide the following services:

- The secure collection of money from all the collection points as specified in Appendix 1. For the purposes of this contract the term money includes all bank notes, coins, uncrossed cheques, and crossed cheques.
- The secure storage of all money whilst in transit.
- The processing and accurate recording of all money collected.
- The onward depositing of all money collected to the Forestry Commission's nominated bank within 48 hours. Bank account details will be provided to the successful contractor after contract award. When necessary, the secure overnight storage of money collected will be required.
- The provision of a 'change float' service on either a scheduled or ad-hoc basis, to specified collection points.

### **SERVICE STANDARDS**

The contractor must undertake the services promptly, accurately and in good faith. All contract services must be performed to a high professional standard and appropriate management controls and mechanisms must be in place to ensure a consistent quality of service.

The contractors' staff who are employed to perform the services must conduct themselves to the highest professional standard at all times. In particular, communication (oral or written) with members of the public should be kept to an absolute minimum.

The contractor will co-operate fully with the investigation of any complaint raised by the Forestry Commission and the contractor shall use all reasonable endeavours to ensure that the relevant contractors' staff shall, upon request and within a reasonable timeframe, provide statements, records and photographs, attend meetings and/or interviews and act as witnesses, as may be appropriate to investigate the complaint fully.

The contractor shall respond promptly to requests for advice or assistance by the Forestry Commission, regarding any aspect of the services provided.

The contractor will work and co-operate with the Forestry Commission to develop and implement mechanisms for increasing the efficiency, value for money and quality of the services provided. As a result, the Forestry Commission may request changes in the level of services (i.e. number of collections) required, and/or in the way the services are to be provided. The contractor must therefore have a flexible approach to the provision of the services.

### **CONTRACT MANAGEMENT**

A dedicated contract manager must be identified and available for routine responses on a day-to-day basis. Emergency contact details must also be provided with availability 24 hours a day 7 days per week.

The day-to-day operation of the contract will be managed at a local level within the Forestry Commission and full contact details will be provided when the contract is awarded. Each Forestry Commission cost centre will have a different named contact for enquiries about specific locations.

### **CASH COLLECTION / CASH IN TRANSIT VEHICLES**

All vehicles used for the collection and transportation of money shall:

- Bear the contractor's livery and appropriate signage.
- Be manned and protected at all times or as appropriate.
- Be suitably furnished to ensure that the money collected is securely transported with minimum disruption.
- Be no older than 10 years and be constructed to a recognised industry standard.
- Be serviced according to the manufacturer's recommendations and maintained to a high standard in order to reduce the risk of breakdown.
- Have a valid MOT certificate (if applicable) and road fund license.
- Be of sound mechanical and environmental condition (EURO 3 or better).
- Be equipped with working tracking and communication facilities which will enable prompt contact with the Contractor's control/vehicle monitoring room.
- Manoeuvre on site with the upmost care to ensure the safety of all personnel on site, and vehicles will be equipped with a working reverse signal warning facility.
- Carry a sufficient quantity of security bags/boxes as may be required.
- Be suitable for the type of Collection Point being attended. This refers to the possibility that some Collection Points may, due to location, impose size or height restrictions which limit the size of vehicle used.
- Be of an adequate size to collect the volume of money as anticipated by the Forestry Commission's Collection Schedule.
- In the event of breakdown, be replaced by an equivalent vehicle, in order to fulfil the requirements of the Forestry Commission Collection Schedule.

### **CONTRACTOR'S STAFF & VETTING**

All staff involved in the deliver the services must:

- Be competent, experienced and fully trained in the provision of the services in accordance with the SIA.
- Be fully uniformed (in identifiable Contractor uniforms); carry photographic identification (provided by the Contractor) showing the Contractor's name, contact number and the employee's name. Such identification shall be produced to any representative of the Forestry Commission upon request.
- Wear appropriate safety equipment in accordance with all relevant laws.
- Ensure they adhere to all policies and procedures, as required by the collection point being attended.

### **COLLECTION POINTS, TIMINGS AND EXTRA COLLECTIONS**

Full details of the collection points are detailed in Appendix 1. However, the contractor should be aware of the following points:

- Not all sites will require collections from the start date as some there are some existing local contractual arrangements that are due to expire after this date. These sites will require collections starting from the date specified in Appendix 1.
- Some sites may be seasonal and will not operate all year round.
- Weekends, holidays (including public holidays and school holidays) and events are the Forestry Commission's busiest times. The successful contractor must have the capability to provide collections 7 days a week including public holidays. Background about our typical events is given later in this specification.
- Extra collections may be requested from time to time. The Forestry Commission will advise the contractor of additional collection requirement in writing as soon as practicable. These collections will be charged at the normal collection rate.
- In exceptional circumstances it may be necessary to request an emergency collection from the contractor. The contractor must carry out such requests within 24 hours of the request being made.

When arriving at the premises, the crew should observe site speed limits, traffic systems and the public and other contractors that may be present on site.

Staff making the collections to notify their local Forestry Commission contact if the car park machines has been tampered with, are damaged in any way or if any of the lights are flashing.

Staff making collections must be fully conversant with the locations of the machines and the machine opening technique. The successful contractor must ensure that where staff collect from sites they do not regular visit they have been provided with full details of the site and are able to locate all machines.

### **SITE REVIEWS**

Appendix 1 lists all the sites that currently require services. During the contract period the Forestry Commission will regularly review its visitor services and car park charging. As a result of these reviews it may be necessary to begin cash collection and/or float services at additional sites.

Requirements for any additional sites will be agreed with the contractor in writing and will be charged at the normal collection rates.

Reviews may also result in ceasing services at some sites. The Forestry Commission will give the contractor 30 days written notice of its decision to cease services at a site.

### **BACKGROUND TO FORESTRY COMMISSION EVENTS**

During the course of a year the Forestry Commission may operate various events or sale of seasonal goods that result more frequent collections of cash or float deliveries. Where this is anticipated it has been indicated in Appendix 1. However, the successful contractor will be expected to respond to requests to extra collections for any further events/sales arranged during the term of the contract. Some of our typical events/sales include:

- Live Music Events: we currently have a programme of approximately 23 concerts over 6 weekends through June / July across 7 venues.
- Christmas Tree Sales
- Holly Sales

### **KEYS FOR CAR PARK MACHINES**

The Forestry Commission shall provide the contractor with a complete set of keys and a list detailing the car park machines to which all such keys relate. The contractor must have a robust key storage and tracking system in place.

Keys must only be made available to staff who will be working on the contract (i.e. making collections on that day).

The individual keys must be accounted for at all times. Whilst keys are in the possession of the contractor's staff, they will not be stored or tagged with any markings or numbering that would identify them against their corresponding Machine.

If the contractor discovers that a key may have been lost, the local Forestry Commission contact must be telephoned immediately, identifying which key has been lost and the location of the machine that it relates to.

The contractor will be responsible for all costs associated with lost or damaged keys (where such loss or damage is proven to arise based on negligence by the Contractor), including but not limited to the cost of replacement keys and their corresponding locks.

### **MISSED COLLECTIONS**

Where an agreed collection cannot be undertaken by the contractor for a legitimate reason, (i.e. due to such proven reasons such as vehicle accident, attempted robbery, etc) the contractor must telephone the Forestry Commission contact for that collection point at the earliest opportunity, advising that the collection will be missed. The Forestry Commission will not be charged for the missed collection. At this point the contractor will seek agreement from the Forestry Commission, to arrange a suitable time for the missed collection to be made (usually the next day). If the next day forms part of the normal collection schedule (and therefore the collection point is due to be visited by the contractor anyway), the missed collection and the normal collection will be made at the same time. In this instance, the Forestry Commission will only be charged once.

Where an agreed collection cannot be undertaken by the Contractor for any non-legitimate reason, (i.e. lack of resources/staff/vehicles, etc) the contractor must telephone the Forestry Commission contact for that collection point at the earliest opportunity, advising that the collection will be missed. The Forestry Commission will not be charged for the missed collection. At this time the contractor will seek agreement from the Forestry Commission, to arrange suitable remedial action to be taken. Where remedial action cannot be offered the same working day, the Forestry Commission may (in some extreme situations) be forced to make alternative arrangements to have the money protected overnight or collected by an alternative contractor.

Should alternative arrangements therefore be unavoidable, the cost of such reasonable alternative arrangements will be passed on to the contractor at cost. The Forestry Commission will be reimbursed by the contractor by way of a credit note within 30 days.

### **PROCESSING AND BANKING REQUIREMENTS**

All processing shall be conducted in a secure, monitored environment. The contractors' staff, who made the actual collection, should not be involved in the processing of the same collection.

Current banking requirements dictate that we supply the contractor with customised giro slips so that the cash and cheques collected can be deposited and posted correctly at cash centres. These giros also provide a unique reference number which is used for reconciliation purposes.

Where cash is collected from car park machines and giro slips cannot be used, the contractor must use a unique asset reference number for each machine for reconciliation purposes. The unique reference numbers must be agreed with the Forestry Commission. The 'total' tickets produced by the car park machines when the box is emptied must be returned to the Forestry Commission to allow us to reconcile the total cash generated with that banked.

Complete collection information must be provided by the contractor in spreadsheet format (as agreed with the Forestry Commission) on a weekly basis.

### **FOREIGN AND FORGED TENDER**

Upon discovering foreign and/or forged tender within a collection, the contractor shall provide details of the discrepancy and the location where the collection was made. The Forestry Commission may request to see and take ownership of the foreign and/or forged tender and therefore the contractor should keep the tender until instructed by the Forestry Commission.

### **CHANGES TO LEGAL TENDER**

Should the Royal Mint change the composition (size, shape, weight) of any of the coinage they produce (as legal tender), the Contractor shall ensure they have, by the start of and throughout the duration of the contract, suitable service/maintenance agreements (or equivalent) with the contractor(s) of their coin sorting/counting machines, in order to ensure that prior to the release of any new coinage (and therefore legal tender) by the Royal Mint, their sorting/counting machine(s) are promptly calibrated and set-up to accommodate the change. No charge for this eventuality will be attributed to the Forestry Commission.

## **DISCREPANCIES**

Following processing/consolidation, where a negative discrepancy is discovered between the money collected and the transaction paperwork, the contractor shall contact the Forestry Commission, outlining the details of the discrepancy. The Forestry Commission will conduct the necessary internal investigations to determine if the discrepancy can be explained and may request that the Contractor conducts a free of charge recount. Any surplus/excess money discovered during processing/consolidation shall be reported to the Forestry Commission and credited to their account accordingly.

## **EQUIPMENT**

Any equipment that is provided to the contractor by Forestry Commission (such as, but not limited to parking machine keys and containers) shall remain the property of the Forestry Commission at all times. All equipment shall be returned to the Forestry Commission within 24 hours of the end or termination of the contract.

## **INVOICE PROCEDURES**

One central invoice should be submitted in arrears on a monthly basis. This should be broken down to detail all relevant charges.

Payment terms will be 30 days from receipt of correct invoice.

## **REPORTS, RECORDS, AND DOCUMENT RETENTION**

As a public body the Forestry Commission must comply with audit requirements with respect to document retention. The successful contractor will be required to retain documentation relating to this contract for a period of six years after the expiry of the contract.

## **INDEMNITY LEVELS AND INSURANCE**

The contractor must provide the Forestry Commission with an indemnity level of £20,000 per container. The successful contractor must be appropriately insured to provide this indemnity level.

Prior to the start of the contract and for its full duration, the contractor must also hold the following insurance levels:

Employers Liability Insurance: £5,000,000

Public Liability Insurance: £5,000,000

## **PRE-COMMENCEMENT MEETINGS**

Following contract award the successful contractor must contact each of the named site contacts provided by the Forestry Commission to establish arrangements for the commencement of collections.

The successful contractor will be expected to visit the site with the Forestry Commission contact prior to commencement of collections. During the visit the contractor will be shown the exact locations and operation of the car park machines.

## **SUSTAINABILITY**

We require a contractor who can provide a sustainable solution through the life of the contract. The successful contractor will be expected to work with the Forestry Commission to improve the sustainability of this service. This might include (but is

not limited to) reducing carbon emissions through initiatives that reduce fuel consumption, energy usage, water usage, and waste. |

**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.**

## 4 Guidance notes for completing the ITT

### 4.1 Completing the ITT

Please answer every question. If the question does not apply to you, please write N/A. If you do not know the answer please write N/K.

**Warning: Please note that if you answer N/A or N/K to any question, we may reject your submission in full and will not evaluate any further questions.**

### 4.2 Supporting documents

To make the process straightforward, you do not need to provide supporting documents, such as accounts, certificates, statements or policies with your tender unless specifically requested to do so. However, we may ask you for these later. You may also be asked to clarify your answers or provide more details.

Your organisation will only be evaluated based on the information in your tender. Note that if you do not mention any previous experience of working with us in your reply we cannot take this into account. Please do not send any information that is general company or promotional literature, as this will not form part of our evaluation. Any additional documents you provide must refer to a question within the ITT and be easily identifiable as the answer.

### 4.3 Costs

All costs associated with taking part in this process remain your responsibility. We will not return any part of your completed tender to you.

### 4.4 Right to cancel or vary the process

We reserve the right to cancel or withdraw from the selection and evaluation process at any stage.

### 4.5 Confidentiality

You must treat all information we supply to you in confidence and do not disclose it to third parties, unless you need to obtain sureties or quotations for submitting your response.

The Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes

commitments about public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, the Government has made the following commitments for procurement and contracting, note procurement is devolved to the Welsh and Scottish Administrations, so some of these requirements are not UK-wide at this time.

- All new central government tender documents for contracts over £10,000 are to be published on a single website from September 2010, and this information will be made available to the public free (except for contracts concluded in Scotland or Wales exclusively).
- New items of central government spending over £25,000 to be published online from November 2010.
- All new central government contracts with a value greater than £10,000 are to be published in full on a single website from January 2011, and this information will be made available to the public free (except for contracts concluded in Scotland or Wales exclusively).

Bidders and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new government contract, as a public sector organisation, we will publish that contract. In some circumstances, some information will be made unreadable before they are published so we comply with existing law and for protecting national security.

As part of the tendering process, when submitting your bids, you should identify which pieces of information you regard as being sensitive and would not want published. We will then assess this information (along with the rest of the contract) against the exemptions set out by the Freedom of Information Act when considering which contractual information should or should not be published.

## 4.6 Consortia arrangements

If you are bidding as a consortium, you must provide the following information:

- full details of the consortium; and
- the information sought in this ITT for each of the consortium's constituent members as part of a single complete response.

You should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If as a consortium you are not proposing to form a corporate entity, please provide full details of alternative proposed arrangements in the Annex. However, please note we reserve the right to require a successful consortium to form a single legal entity under Regulation 28 of the Public Contracts Regulations 2006.

We recognise that arrangements about consortia may (within limits) be subject to future change. You should therefore respond in the light of current arrangements. We remind you that you must tell us about any future proposed change to your consortia so we can make a further assessment by applying the selection criteria to the new information you provide.

## 4.7 Sub-contractors

Where you propose to use sub-contractors, please give all information we ask for about the prime contractor. Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company or organisation name) the composition of the supply chain, showing which member of the supply chain will be responsible for the elements of the requirement.

We recognise that arrangements about sub-contracting may change. However, you need to remember that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect your ability to proceed with the procurement process or to provide the goods and, or, services.

## 4.8 Tender validity

All details of the tender, including prices and rates, must be valid for 90 days from receipt of tender.

## 4.9 Language

The completed tender and all accompanying documents must be in English.

## 4.10 Applicable Law

Any contract concluded as a result of this ITT will be governed by English law.

## 4.11 Pricing

All prices will be in sterling and exclusive of VAT.

## 4.12 Additional costs

Once we have awarded the contract, we will not pay any additional costs incurred which are not reflected in your tender submission.

## 4.13 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.

## 4.14 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.

## 4.15 Contract management

If we award a contract, you will have to co-operate in managing the contract, and comply with the contract management requirements, as detailed in the Statement of Requirements at Section 3.

## 5 Evaluation

### 5.1 Evaluation

We will evaluate responses to the tender objectively using the evaluation matrix at Section 5.5.

### 5.2 Gateways

Some questions in the tender are known as gateways and are fundamental requirements of the contract.

If you do not answer these questions appropriately, we may reject your submission in full and will not evaluate any more questions.

### 5.3 Specific questions

To make sure the relative importance of the questions is correctly reflected in the overall scores, we have applied a weighting system to each section of the tender.

The marks allocated for each question will be multiplied by the relevant weighting as shown for each section.

### 5.4 Award

Once we have carried out the evaluation and identified the successful tenderer(s), we will tell all tenderers in writing by email of our intention to award.

#### 5.4.1 Standstill Period

We will apply a standstill period of 15 calendar days minimum between the notification of intention to award, and the start of the contract.

#### 5.4.2 Debriefing

We will give **all bidders** the opportunity of a debriefing. Please tell us in writing as soon as possible if you want a debriefing. We provide a formal debrief within 15 calendar days of receiving a request.

## 5.5 Evaluation matrix

Section	Title	Weight	Agreed Marking Criteria
A	Form A – Organisation and Contact Details	Mandatory	Completion of this Section is mandatory and is for our information purposes. We may confirm company identity and basic details with external bodies.
A	Form B – Grounds for Mandatory Rejection	Pass/Fail	If you answer 'Yes' to any questions relating to mandatory rejection, you will fail this section and your submission will not be evaluated any further.
A	Form C – Grounds for Discretionary Rejection	Pass/Fail	If you answer 'Yes' to any questions relating to discretionary rejection you may fail this section. however we will look for information from you that clearly indicates that any past conduct or problem has been resolved and that steps have been taken to prevent its recurrence. If we are satisfied that this is the case, you will pass this section.
B	Financial	Pass/Fail	You must be able to provide at least one of the items of financial evidence set out in section B. The key objective is for us to analyse your financial position and determine the level of risk that it would present to us – having regard to the requirement and value, criticality, and the nature of the market.
C	Health and Safety	Pass/Fail	You must provide the information we have requested in Section C.
D	Insurance Details	Pass/Fail	You must have the required levels of insurance as requested in section D. If you do not have these, you must confirm that you will put them in place if successful, before the contract start date. If you cannot confirm this, you will fail this section.
E	<u>Specific Selection Questions</u>	<u>Weight</u>	These are either a Gateway question that is Pass/Fail or
E1	SIA Approved	Pass/Fail	The following evaluation system will be applied:
E2	Past Experience	75%	<b>0 – No response or totally inadequate</b>
E3	Staff Vetting	25%	No response or an inadequate response.
			<b>1 – Major Reservations or constraints</b>
			The response simply states that the bidder has the capability to meet some of the requirements set out in the question or scope of supply, but have not given information or detail on how they

			<p>have done this.</p> <p><b>2 – Some Reservations or Constraints</b></p> <p>Bidder has provided some information regarding their capability to meet most of the requirements as set out in the question or scope of supply. There is some doubt in their ability to consistently meet the full range of requirements.</p> <p><b>3 – Fully Compliant</b></p> <p>Bidder has provided detailed information covering all elements of the question or scope of supply. This gives full confidence in their ability to consistently meet the full range of requirements.</p> <p><b>4 – Exceeds Requirements</b></p> <p>Bidder meets the required standard in all respects and exceeds some or all of the major requirements</p>
F	References	Pass/Fail	<p>You must provide references relevant to the subject of this contract. You should provide the number of references shown in Section F. We will consider accepting a lower number depending on how long you have been in business. When checking references, we will be looking to confirm that the contract has been carried out on time, to budget and to specification.</p>
<p><b>If you do not pass the above sections, and score less than 50% in Section E your response will not be evaluated any further.</b></p>			
G	<u>Specific Award Questions</u>	<u>Weight</u>	<p>The following evaluation system will be applied:</p> <p><b>0 – No response or totally inadequate</b></p> <p>No response or an inadequate response.</p> <p><b>1 – Major Reservations/Constraints</b></p> <p>The response simply states that the supplier can meet some of the requirements set out in the question or statement of requirements, but have not given information or detail on how they will do this.</p> <p><b>2 – Some Reservations/Constraints</b></p> <p>Bidder has provided some information about how they propose to meet most of the requirements as set out in the question or statement of requirements. There is some doubt in their ability</p>
G1	Method Statement	40%	

			<p>to consistently meet the full range of requirements.</p> <p><b>3 – Fully Compliant</b></p> <p>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 statement of requirements. This gives full confidence in their ability to consistently meet the full range of our requirements.</p> <p><b>4 – Exceeds Requirements</b></p> <p>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.</p>
H	Pricing Schedule	<u>Weight</u> 60%	The lowest bid is given the maximum score. The score for other bids is determined by dividing the lowest bid by that bid and multiplying by the maximum score.
I	Terms & Conditions	Pass/Fail	You must accept our terms and conditions. We will discuss any issues you highlight before any award.
J	Declaration	Pass/Fail	Signed declaration provided with no exceptions identified.
K	Certificate of Bona Fide Tender	Pass/Fail	Signed certificate provided with no exceptions identified.

## 5.6 Your response

In order to submit a bid for this requirement you must complete and return the following sections to the address detailed at Section 2.4 by the time and date detailed in the timetable at Section 2.1.

[ ]

**Part A – Form A: Organisation and Contact Details**

**Part A – Form B: Grounds for Mandatory Rejection**

**Part A – Form C: Grounds for Discretionary Rejection**

**Part B – Financial**

**Part C – Health and Safety**

**Part D – Details of Insurance Policies**

**Part E – Specific Selection Questions**

**Part F – References and evidence of work of a similar nature**

**Part G – Specific Award Questions**

**Part H – Pricing Schedule**

**Part I – Terms & Conditions of Contract**

**Part J – Declaration**

**Part K – Certificate of Bona Fide Tender**

[ ]

## Part A – Form A - Organisation and Contact Details

<b>Weighting: Completion of this Section is mandatory</b>		
<b>Organisation Details</b>		
	<b>Question</b>	<b>Your Answer</b>
A1	Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted).	[ ]
A2	Registered office address.	[ ]
A3	Company or charity registration number.	[ ]
A4	VAT Registration number.	[ ]
A5	Name of immediate Parent Company.	[ ]
A6	Name of ultimate Parent Company.	[ ]
A7	Type of organisation.	i) a public limited company [ ]
		ii) a limited company [ ]
		iii) a limited liability partnership [ ]
		iv) other partnership [ ]
		v) sole trader [ ]
		vi) other (please specify) [ ]
A8	How many staff does your organisation (including consortia members and named sub-contractors where appropriate) employ relevant to the carrying out	[ ]

<b>Weighting: Completion of this Section is mandatory</b>			
<b>Organisation Details</b>			
	<b>Question</b>	<b>Your Answer</b>	
	of services and, or, delivery of goods similar to those required under this contract?		
A9	Total number of employees employed by your organisation. (Including Directors, Partners, Apprentices, Trainees etc.)	[ ]	
A10	Length of time your business has been operating.	[ ]	
A11	Please state whether there is any potential conflict of interest in relation to this contract, for example if any of those involved with the contract share private interests with anyone within the FC. Examples include freemasonry, membership of societies, clubs and other organisations, and family.	<b>No</b>	<b>Yes</b>
		[ ]	[ ]
		If you have answered "YES" please give details.	
		[ ]	
A12	Consortia and sub-contracting.	a) Your organisation is bidding to provide the services required itself	[ ]
		b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	[ ]
		c) The potential Provider is a consortium	[ ]
<p><b>If you answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company or organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.</b></p>			

<b>Contact Details – Contact details for enquiries relating to this process</b>		
A13	Name	
A14	Address, including country and postcode	
A15	Phone	
A16	Mobile	
A17	Email	

**Questions below for completion by Non UK Business Only**

A18	<p>Registration with professional body.</p> <p>Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state</p>	
A19	<p>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.</p>	

## Part A – Form B – Grounds for mandatory rejection

### Important Notice:

In some circumstances we are required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

<b>Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</b>	<b>Answer</b>
(a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);	
(b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);	
(c) the offence of bribery;	
(d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:	
(i) the offence of cheating the Revenue;	
(ii) the offence of conspiracy to defraud;	
(iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	
(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and	

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the Value Added Tax Act 1994;	
(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	
(vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;	
(e) money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	
(f) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	

## Part A – Form C – Grounds for discretionary rejection

### Important Notice

We are entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further.

If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by us when considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your organisation?	
<p>(a) <u>being an individual,</u> is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors, or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;</p>	<p>   </p>
<p>(b) <u>being a partnership constituted under Scots law,</u> has granted a trust deed, or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or</p>	<p>   </p>
<p>(c) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution, or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?</p>	<p>   </p>

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Has your organisation	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	[ ]
(b) committed an act of grave misconduct in the course of your business or profession;	[ ]
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	[ ]
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	[ ]
e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006; or	[ ]
f) Has your organisation and, or, any or your contractors had a gangmasters licence refused or revoked for any reason in the past?	[ ]

## Part B – Financial

### Economic and Financial Standing Regulation

<b>Weighting: This is a Gateway Section (Pass/Fail)</b>			
B1	What was your turnover in each of the last two financial years (if you are a consortium please state aggregated turnover)?	£..... for year ended --/--/--	£..... for year ended --/--/----
B2	Please provide one of the following set out below:		
	A copy of your audited accounts for the most recent two years.	[]	
	A statement of your turnover, profit and loss account and cash flow for the most recent year of trading.	[]	
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	[]	
	Alternative means of demonstrating financial status if trading for less than a year.	[]	

## Part C – 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/>.

### General health and safety questions

	Question	Yes	No
1	Does your organisation have a written Health and Safety Policy?		
	<b>Note:</b> if your organisation has less than 5 employees, the Forestry Commission still requires you to have a written Health and Safety Policy.		
2	Please provide details of the health and safety training you provide to employees, relevant to this contract. If you do not provide any training, please tell us why this is not necessary. From your answer we will decide whether the training is appropriate or required for this contract.		
3	<p>Please provide details of how you manage health and safety at work. Your responses should include:</p> <ul style="list-style-type: none"> <li>• basic statement on safety awareness;</li> <li>• organisational structure;</li> <li>• nominated advisor or consultant for health and safety;</li> <li>• use of supervisory visits;</li> <li>• processes you have to make sure staff are up to date on health and safety requirements; and</li> <li>• details of how you monitor this.</li> </ul>		

4	Please provide details of any Improvement or Prohibition Notices or Prosecutions served by the Health and Safety Executive, and explain what improvements you have made to make sure they do not reoccur. Your responses should include evidence of lessons that you have learned and acted on.
5	Please provide details if your organisation has been prosecuted or issued with an Improvement Notice or Order by the Environment Agency, Scottish Environmental Protection Agency, National Rivers Authority, a Local Authority, or any other enforcement body responsible for protecting the environment (including a Planning Authority for a breach of Planning Control). Your responses should include evidence of lessons that you have learned and acted upon.

## Risk assessment

6	<p>Please provide examples of the risk assessment process you have applied in previous contracts of a similar nature to this requirement. Please provide copies of the following if relevant to the contract:</p> <ul style="list-style-type: none"><li>• emergency plans;</li><li>• lone working procedures; and</li><li>• records of inspection and testing of machinery and electrical equipment.</li></ul> <p>The process should follow the HSE process or similar and you should provide all the relevant documents we ask for.</p>
7	<p>Please provide examples of the method statements you have applied in previous contracts of a similar nature to this requirement, and explain how you have linked these to the risk assessment. Please provide examples which show that in previous contracts you have produced method statements detailing how you will carry out the work and you have based these on your risk assessments.</p>

## Health and safety advice

8	How does your organisation obtain competent health and safety advice? (Either within the organisation or externally)? Please show us you have the following or equivalent: internal safety officers, consultants, appointed person in the organisation responsible for health and safety.
9	Please provide details of any safety organisations you belong to, for example RoSPA, IOSH etc. This is for our information only.

## Competence and qualifications

10	Do the employees, contractors and, or, sub-contractors who will deliver the contract if successful hold the following qualifications or certification for the following?		
		Yes	No
	First aid		
	Add any other relevant qualifications or certificates.		
		Yes	No
11	Do the employees who will deliver the contract, if successful, receive relevant update training?		

12	Please provide details of the relevant update training that you provide to the employees who will deliver the contract. From your answer we will evaluate whether the level and frequency of training is appropriate.
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## Accident records and reporting

13	How does your organisation make sure you learn from incidents or accidents and change your working practices as necessary? Please provide examples. You must provide evidence that you have a process to record accidents.
14	How does your organisation ensure it reports under RIDDOR, where this is required? Your response should demonstrate recognition of RIDDOR reportable categories and timescales.

## Working with sub-contractors

15	Please provide details of your selection process for sub-contractors either with the Forestry Commission or other organisations. This selection process should include assessment and review of their approach to risk assessment, competence and qualifications, and accident reporting and recording.

## Part D – Details of insurance policies

<b>Weighting: This is a Gateway Section (Pass/Fail)</b>				
<b>You must either confirm that you have these levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.</b>				
<b>Insurance Policy</b>	<b>Indemnity Value (£)</b>	<b>Yes</b>	<b>No</b>	<b>Will secure if successful</b>
Employers Liability (This is a legal requirement. There are a small number of exceptions. Please refer to HSE Guidance HSE 40 Employers Liability Compulsory Insurance Act 1969)	Min £5m per claim			
Public Liability	Min £5m per claim			
<b>If you do not undertake to secure the stated levels of insurance, we will not consider your submission.</b>				

## Part E – Specific Selection Questions

	<b>Question</b>	<b>Weight %</b>
<b>E1</b>	Please provide evidence of your organisation’s SIA approved contractor status.	Pass/Fail
<b>E2</b>	<p>Provide details of your experience of contracts of this type.</p> <p>Your answer must include relevant examples of your past experience. We expect your answer to include details of collection locations, frequencies, float provision, and cash processing and banking services.</p> <p>Where you refer to work carried out on behalf of a particular organisation, include this organisation as one of your referees in Part H.</p> <p><i>(Your answer should be a maximum of 3 sides of A4)</i></p>	75%

	<b>Question</b>	<b>Weight %</b>
<b>E3</b>	Please provide details your company's procedure for vetting staff. Please provide evidence to support your answer. <i>(Your answer should be a maximum of 1 side of A4)</i>	25%

## Part F – References and evidence of previous work of a similar nature

<b>Weighting: This is a Gateway Section (Pass/Fail)</b>	
	<p>Please provide details of up to three contracts from either or both the public or private sector, that are relevant to our requirement. Contracts for the supply of goods or services should have been performed during the past three years. Works contracts may be from the past five years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them).</p> <p>Note that where possible referees should not be linked to the FC and that we may contact your referees without telling you again.</p>
F1	Reference 1
	Organisation name:
	Customer contact, name, phone number and email
	Contract Start date, contract completion date and contract value
	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.
	Reference 2
	Organisation name:
	Customer contact, name, phone number and email
	Contract Start date, contract completion date and contract value

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<p>Brief description of contract (max 150 words) including evidence as to your technical capability in this market.</p>	
<p>Reference 3 Organisation name:</p>	
<p>Customer contact, name, phone number and email</p>	
<p>Contract Start date, contract completion date and contract value</p>	
<p>Brief description of contract (max 150 words) including evidence as to your technical capability in this market.</p>	
<p>If you cannot provide at least one example, please briefly explain why (100 words max)</p>	

## Part G – Specific Award Questions

	<b>Question</b>	<b>Weight %</b>
<b>G1</b>	<p>Please provide a detailed method statement describing how you propose to deliver the services required under this contract.</p> <p>Your answer should cover each of the contract aspects outlined in the Statement of Requirements in Section 3 of this document. Your statement should also describe how you will manage the implementation of this new contract.</p> <p><i>(Your answer should be a maximum of 5 sides of A4)</i></p>	40%

## Part H – Pricing schedule

		<b>Weight %</b>
	<b>Please provide details of your rates in the schedule below. These should be firm for the duration of the contract. You must also complete Appendix 1 with your calculated costs based on these rates.</b>	<b>60%</b>

### Definitions:

Normal Collection – any collection made Monday to Sunday (including public holidays) in accordance with the latest agreed collection schedule.

Emergency Collection – extra collections outside the agreed collection schedule where collections are required within 24 hours notice.

<b>Collections from Premises</b>		
<b>Description</b>		<b>Price (£)</b>
Normal collection banked within 48 hours	Up to £10,000	
	£10,001-£40,000	
Emergency collection banked within 48 hours	Up to £10,000	
	£10,001-£40,000	
Delivery of a change float (delivered at the same time as a Normal Collection or Emergency Collection)		

<b>Collections from Car Park Machines</b>		
<b>Description</b>		<b>Price (£)</b>
Normal collection banked within 48 hours	First Container	
	Subsequent Containers ( <i>where more than one machine on the same site</i> )	
Emergency collection banked within 48 hours	First Container	
	Subsequent Containers ( <i>where more than one machine on the same site</i> )	

<b>Processing Charges</b>	
<b>Description</b>	<b>Price (£)</b>
Per £100 of coins	
Per £100 of notes	

## Part I - Terms and conditions of contract

This ITT, and any contract arising from it, will be subject to our terms and conditions for non-operational services, a copy of which is enclosed.

The successful Tenderer’s usual terms and conditions are not, and will not, become terms and conditions of any contract that we may award as a result of this ITT.

		Yes	No
I1	Do you accept the FC’s Terms and Conditions of Contract as detailed above?	<input type="checkbox"/>	<input type="checkbox"/>
I2	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.		

## Part J – Declaration

### **Weighting: This is a Gateway Section (Pass/Fail)**

I declare that to the best of my knowledge the answers submitted in this ITT are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITT if there is a failure to answer all relevant questions fully or if I provide false or misleading information

Name: | |

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Date: | |

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Signature: | |

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Capacity or Title: | |

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For and on behalf of: | |

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## Part K – Certificate of *bona fide* tendering

### **Weighting: You must complete this section.**

Tender No: [FIN/001/CASH ]  
Due for Return by: [13:00 on 5<sup>th</sup> March 2012]  
Subject: [Cash Collection and Related Services ]

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The essence of selective tendering is that the Forestry Commission will receive *bona fide* competitive tenders from all those tendering. In recognition of this principle, we certify that this is a *bona fide* tender, intended to be competitive, and that we 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. We 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed for and on Behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Tel: \_\_\_\_\_ Email: \_\_\_\_\_