

Invitation to Tender for

Cleaning toilets at Salcey forest,
cleaning visitor centre and offices
at Fineshade Wood

Contract No: FM 64/12

OJEU Ref: N/A

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

1 Type and term of contract

We will be awarding a contract for the cleaning of the toilet facilities at Salcey Forest, Hartwell, Northampton and the cleaning of visitor centre facilities, office and research office buildings at Fineshade Wood, Fineshade, Corby, Northamptonshire.

Our intention is to award this contract for a period of 1 year.

There will be an option to extend the contract by up to a further 2 years in total.

The total value of this contract over the entire period, including any extension options, will be in the region of £40,000 to £55,000.

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	20 th January 2012
Date(s) of site visits by bidders to FC site	Pre-arrange with contract manager
Closing date and time for enquiries	10 th February 2012
Tender Return Date and Time	17th February 2012 – 13:00hrs
Expected Notification of Intent to Award	24 th February 2012
Expected Start Date	1 st April 2012

2.2 Clarification, site visits

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.

2.2.2 Site Visits

Before the return date, tenderers may need to have a site visit so that they can complete their submission. Site visits will take place on the date(s) specified in the timetable at Section 2.1 above and tenderers should contact the person named at 2.3 below to arrange this.

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:

Sarah Ayling – Email: sarah.ayling@forestry.gov.uk or call 01780 444920

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:

- one paper copies by post or hand delivered,

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 Cleaning Contract in Central District FM 64/12 – Not to be opened until 17th February 2012 13:00hrs**'.

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

Send completed tender documents to the following address:

Forestry Commission

Central District

Top Lodge

Contract-Open ITT

Fineshade

Corby

Northamptonshire

NN 17 3BB

3 Statement of Requirements

We intend to award a contract for cleaning the toilet facilities at Salcey Forest, the Offices and visitor centre at Fineshade Wood.

Background Information

TUPE

We've received the following TUPE information from our existing contractors, **Minster Cleaning Services**, which tenderers may find useful:

JOB TITLE	SEX (M/F)	D.O.B	HOURLY RATE	WEEKLY HRS	HOLIDAY ENTITLEMENT	HOLIDAY REMAINING	START DATE	SICKNESS BENEFIT
Cleaning Operative	M	29/10/1981	£10.00	7	28 Days	28 Days	26/01/2011	Nil
Cleaning Operative	F	04/11/1953	£7.20	13	28 Days	28 Days	26/07/2011	Nil

Please note that the Forestry Commission gives no guarantee or assurance as to the accuracy of the information provided by the existing contractors and cannot be held responsible for any errors or omission in it. Tenderers should seek legal advice if they believe TUPE could apply to this contract. If TUPE is deemed to apply then the financial implications are matters for discussion between the prospective tenderer and the existing suppliers, rather than for the Forestry Commission.

Specific Requirements

A. Toilet Block – Salcey Forest

Unlock the forest barrier and lock in the open position. Unlock and clean the ladies, gents and disabled toilet facilities so that a high standard of hygiene and cleanliness is maintained. The cleaning is to be carried out daily excluding Christmas day or during special circumstances such as snow or high winds when the forest may be closed. The cleaning should not take place after 8am.

The daily cleaning includes the following:

- Floors to be swept and washed with an approved environmental cleaner and moped thoroughly in all areas including underneath bins and around partition bases.
- Appropriate wet floor signage to be displayed by the contractor.

- All walls, partitions, mirrors, taps, splash backs, toilet seats, hand driers, baby changing facilities, and doors to be cleaned with disinfectant cleaner.
- Clean toilet bowls/urinals and sinks with an approved environmental cleaner (No Bleach).
- All toilet paper holders to be replenished as required.
- Soap dispensers to be replenished as required.
- Cobwebs to be removed from the rafters
- Litter-pick within a 10-metre radius of the exterior of the building.
- If a fault is found with the toilet facilities the contractor must inform the Forestry Commission Recreation Ranger.

B. Children's toilets

Cleaning of the children's toilets is to be carried out as requested by the Recreation Team. The contractor will be contacted by a member of the recreation staff notifying them of dates when cleaning is required.

The children's toilets cleaning, includes the following:

- Appropriate wet floor signage to be displayed by the contractor.
- All walls, partitions, mirrors, splash backs, taps, hand driers, toilet seats, hand rails, doors, cisterns and associated pipe work to be cleaned with disinfectant cleaner
- Ensure that there are 2 toilet rolls in each cubical
- Clean toilet bowls/urinals and sinks with an approved environmental cleaner (No Bleach). Due to the reedbed sewerage system
- Floors to be swept and washed with hot water and an approved environmental cleaner. Moped thoroughly in all areas including underneath bins and around partition bases.
- Soap dispensers to be replenished as required.
- If a fault is found with the toilet facilities the contractor must inform the Forestry Commission.
- After the cleaning the toilets are to be locked by the contractor.

C. Forestry Commission Offices

Cleaning of the office should occur on Monday, Wednesday, Friday and one day during the weekend. Cleaning needs to take place before or after normal office hours which are 8.30am – 4.30pm Monday to Friday. The office can be cleaned at any time during the weekend.

1. Weekly visits (X3)

Office Kitchen and toilets

- Floors to be swept and washed with hot water and an approved environmental cleaner. Mopped thoroughly in all areas including underneath bins and waste water disposed of to outside drain
- All mirrors, splash backs, taps, hand towel holders, taps, toilet seats, hand rails, doors, cisterns and associated pipe work to be cleaned with disinfectant cleaner
- Clean toilet bowls/urinals and sinks with an approved environmental cleaner (No Bleach). Due to the reedbed sewerage system
- Soap dispensers to be replenished as required.

- Wipe down units and worktop and sink in kitchen area
- Empty all bins, recycling and other waste in separate bins.
- Sweep all debris/dirt from admin door area and clean door mats.
- Toilet roll and hand towel stocks replenished each visits.
- Damp wipe window sills and remove cobwebs.
- Appropriate wet floor signage to be displayed by the contractor.

2. Weekend visit (X1)

Office and research office

- Clean entrance mat
- Remove finger marks from entrance doors
- Empty all general waste and recycling bins, replacing bin liners and placing the waste into the correct receptacle in the bin yard.
- Dust furniture, ledges, cabinets, skirting and mantels.
- Vacuum carpeted floors, including landings and staircases.
- Sweep and damp mop hard floors with an approved environmental cleaner and remove waste water to outside drain.
- Wipe clean and disinfect telephones and visible areas on desks
- Remove finger marks and spillages from doors, light switches, cupboards, glass screens etc.
- Polish metal fittings, normally kept polished
- Clean toilets and kitchen as listed in section C.1 above.

3. Monthly Visits (X1 to be carried out at a weekend)

Office and research office:

- High dust all ledges, lintels etc. to normal ceiling height
- Vacuum upholstered furniture

- Clean VDU screens using anti-static agent
- Dust Keyboards
- Damp wipe window sills and remove cobwebs
- All blinds and skirting boards to be dusted.
- Cobwebs to be removed as required.
- Painted wall surfaces to be washed as required.
- Liaise with office staff with regards to replenishing cleaning supplies.

D. Visitor centre

The Contractor will provide one cleaner, five days a week (Monday, Wednesday, Friday, Saturday and Sunday). The Contractor will clean the following rooms, public areas and adjoining corridors set out below before 10am.

On each visit in each area (unless otherwise stated) the contractor will:

Main entrance/Atrium

- Floors to be swept/vacuumed and washed with hot water and an approved environmental cleaner, to remove dirt and mud leaving the surface clean.
- Appropriate wet floor signage to be displayed by the contractor
- Wipe down skirting boards, tables, leaflet holders, notice boards, radiators, pipework, windowsills, light switches and control points, to prevent dust and cobwebs accumulating.
- Wipe clean glass in Atrium doors.

Toilets

- All walls, partitions, mirrors, splash backs, taps, hand driers, doors, baby changing facilities, handrails, cisterns and associated pipework to be cleaned with disinfectant cleaner
- All toilet paper holders to be replenished as required
- Clean toilet bowls/urinals and sinks with an approved environmental cleaner (No Bleach). Due to the reedbed sewerage system
- Floors to be swept and washed with an approved environmental cleaner and moped thoroughly in all areas including underneath bins and around partition bases.
- Appropriate wet floor signage to be displayed by the contractor.
- Soap dispensers to be replenished as required.
- Empty all bins, replacing bin liners and placing the waste into the correct receptacle in the bin yard.
- If a fault is found with the toilet facilities the contractor must inform the Forestry Commission.

Little Barn Conference room

- Floors to be swept and washed with hot water and an approved environmental cleaner. Mopped thoroughly in all areas including underneath bins and waste water disposed of to outside drain.
- Damp wipe window sills and remove cobwebs.
- Appropriate wet floor signage to be displayed by the contractor.

E. (PROVISIONAL) Emergency Clean

Emergency same day call out to clean dirty toilets to a useable condition at weekends or bank holidays during opening hours. Replenishing soap and toilet rolls for all toilets at either Fineshade Visitor Centre or Salcey Forest toilets.

F. (PROVISIONAL) Wakerley Toilet Block

Clean the ladies, gents and disabled toilet facilities so that a high standard of hygiene and cleanliness is maintained.

The cleaning includes the following:

- Floors to be swept and washed with an approved environmental cleaner and mopped thoroughly in all areas including underneath bins and around partition bases.
- Appropriate wet floor signage to be displayed by the contractor.
- All walls, partitions, mirrors, splash backs, toilet seats, taps, hand driers, baby changing facilities and doors to be cleaned with disinfectant cleaner.
- Clean toilet bowls/urinals and sinks with an approved environmental cleaner (No Bleach).
- All toilet paper holders to be replenished as required.
- Soap dispensers to be replenished as required.
- Litter-pick within a 10-metre radius of the exterior of the building.
- If a fault is found with the toilet facilities the contractor must inform the Forestry Commission Recreation Ranger.

Equipment and Cleaning Supplies

The Forestry Commission will supply the following:

- Sweeping brush
- Litter picking equipment
- Bucket

- Mop
- Cleaning cloths
- Wet floor and toilets closed for cleaning signage
- Toilet rolls
- Bin bags
- Soap for dispensers
- Soap for office toilets
- Toilet brushes

The Forestry Commission will provide access to electricity and water.

The Contractor will be expected to provide the following:

- Gloves for use whilst cleaning
- Vacuum cleaner and sundries
- Approved environmental cleaning products

Safety and Quality standards:

- AFAG Guides and Forest Enterprise Safety Standards:
Relevant AFAG Guides (available from the Internet) are:
 - 802 - Emergency Planning and First Aid
 - Forestry Commission First Aid Policy
- It is the contractors responsibility to ensure their workforce adhere to these standards, and any other relevant governing bodies safety guidelines and completed checklists on operators should be provided to the Forestry Commission on request.
- The Contractor must attend a pre-operational meeting where site hazards, work practices and standards will be discussed. This must be organised by the Contractor giving at least five days notice.
- Contractors must have Public Liability Insurance to minimum of £5 million. A copy to be supplied to the Contract Manager.
- Contractor will maintain the security of the buildings during and on completion of work on each visit.
- All cleaning fluids and equipment to be stored locked away in the store cupboard or off site by the contractor.
- Correct Personal Protective Equipment (PPE) must be worn at all times during working periods.
- Contractor will adhere to COSHH regulations at all times.

- It is the Contractors responsibility to erect British Standard warning signs at each work site during the course of the cleaning activities and whilst any surfaces remain wet.
- Site safety rules agreed by both parties in advance of works should be adhered to at all times.
- The Forestry Commission will supply the contractor with toilet rolls and soap as the contractor requests supplies to the Forest Office with plenty of notice.
- The contractor must provide the Forestry Commission with a method statement, site specific risk assessment, health & safety policy/plan and COSHH assessment prior to commencement of any works asked by the Forestry Commission to carry out work in accordance to these documents.
- The Contract Manager/Supervisor will provide constraints maps for all work areas prior to commencement of all works.
- Contractor must provide the Contract Manager with an adequate lone working procedure (if required).
- Contractor will hold current and relevant certification for all machinery used on Forestry Commission land.
- Forestry Commission will issue facility constraints map with associated key and risk assessment for all recreation sites worked.

Environmental standards:

- The contractor will supply all cleaning materials and equipment. All cleaning fluids used should be environmentally friendly and suitable for use with a reed bed filtration systems or clougester system.
- COSHH data sheets must be provided to the Forestry Commission for any new substances before use during the contract.
- Forestry Commission Guidelines: The Guidelines published by the Forestry Commission will be regarded as the minimum standard required. Relevant Guidelines for this operation are:

Forestry and Water Guidelines

- Litter / Waste: the work site should be kept clean, tidy and litter free. All waste created and collected by the contract holder will be the contract holder's duty to remove from site and disposed of in a way that meets all environmental regulations.
- Disposal of used water / cleaning fluids will occur using safe recognised systems following any applicable environmental regulations.
- The Forestry Commission works to recycle as much waste as possible. The contractor will be expected to help keep to the high standards of recycling within the district.

Service Levels:

- The contractor will notify the FC contract manger of the times and dates when he expects to be on site if not detailed at the pre commencement meeting.
- The contractor will ensure the site is left safe and secure at the end of each working day.
- The contractor will log into and out of all sites and this information should be available to the Forestry Commission on request.
- The contract manager will monitor outputs monthly before authorisation of payment of invoices.

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 **<add no days>** 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 0.

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 post of our intention to award.

5.4.1 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 if successful, before the contract start date. If you do cannot confirm this, you will fail this section.
E E1	<u>Specific Selection Questions</u> Please describe details of your experience of working contracts of this type with relevant examples and please explain what contingencies you have in place for	<u>Weight</u> <u>30%</u>	The following evaluation system will be applied: 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 statement of requirements, but have not given information or detail on how they will do this.

	holiday cover or illness.		<p>2 – Some Reservations/Constraints</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 to consistently meet the full range of requirements.</p> <p>3 – Fully Compliant</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>4 – Exceeds Requirements</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>
F	Pricing Schedule	<u>Weight</u> 70%	A weighted average based pricing model will be used to allocate scores against price. This involves calculating the weighted average price and then allocating scores in proportion to this weighted average.
G	Terms & Conditions	Pass/Fail	You must accept our terms and conditions. We will discuss any issues you highlight before any award.
H	References	Pass/Fail	You must provide references relevant to the subject of this contract. You should provide the number of references shown in Section H. 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.
I	Declaration	Pass/Fail	Signed declaration provided with no exceptions identified.
J	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 Questions

Part F – Pricing Schedule

Part G – Terms & Conditions of Contract

Part H – References and evidence of work of a similar nature

Part I – Declaration

Part J – Certificate of Bona Fide Tender

Part A – Form A - Organisation and Contact Details

Weighting: Completion of this Section is mandatory		
Organisation Details		
	Question	Your Answer
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	[]

Weighting: Completion of this Section is mandatory			
Organisation Details			
	Question	Your Answer	
	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.	No	Yes
		[]	[]
		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>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.</p>			

Contact Details – Contact details for enquiries relating to this process		
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.

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?	Answer
(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?	
<ul style="list-style-type: none"> • <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; 	<input type="checkbox"/>
<ul style="list-style-type: none"> • <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 	<input type="checkbox"/>
<ul style="list-style-type: none"> • <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? 	<input type="checkbox"/>

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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

Weighting: This is a Gateway Section (Pass/Fail)			
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?	[]	[]
<p>Note: if your organisation has less than 5 employees, the Forestry Commission still requires you to have a written Health and Safety Policy.</p>			
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.		
	[]		

Risk assessment

3	<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"> • emergency plans; • lone working procedures; <p>The process should follow the HSE process or similar and you should provide all the relevant documents we ask for.</p>
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Accident records and reporting

4	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.
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Part D – Details of insurance policies

Weighting: This is a Gateway Section (Pass/Fail)				
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.				
Insurance Policy	Indemnity Value (£)	Yes	No	Will secure if successful
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			
If you do not undertake to secure the stated levels of insurance, we will not consider your submission.				

Part E – Specific Questions

	Question	Weight %
E1	Please describe details of your experience of working contracts of this type with relevant examples and please explain what contingencies you have in place for holiday cover or illness.	30%

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Part F – Pricing schedule

		Weight %
F1	Please provide details of your pricing in the schedule provided	70%

Ref	Description	Price (£)
A	Daily clean of toilet facilities at Salcey Forest	
B	Children’s toilets at Fineshade (price per clean)	
C1	Office kitchen and toilets at Fineshade – 3 visits per week (price per week)	
C2	Office and research buildings at Fineshade – 1 visit per week (price per clean)	
C3	Office and research building deep clean at Fineshade – 1 visit per month (price per clean)	
D	Visitor centre at Fineshade – 5 visits per week (price per week)	
E	Provisional - emergency call out to clean toilets (price per clean)	
F	Provisional – Toilet facilities at Wakerley Wood (price per clean)	

Part G - Terms and conditions of contract

This ITT, and any contract arising from it, will be subject to our terms and conditions for service contracts, 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
G1	Do you accept the FC’s Terms and Conditions of Contract as detailed above?	<input type="checkbox"/>	<input type="checkbox"/>
G2	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 H – References and evidence of previous work of a similar nature

Weighting: This is a Gateway Section (Pass/Fail)		
	<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>	
H1	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 I – 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: | |

Date: | |

Signature: | |

Capacity or Title: | |

For and on behalf of: | |

Part J – Certificate of *bona fide* tendering

Weighting: You must complete this section.

Tender No: FM 64/12
Due for Return by: 17th February 2012 – 13:00hrs
Subject: Cleaning toilets at Salcey forest, cleaning visitor centre and offices at Fineshade Wood

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: _____