



Forestry Commission England
Central Forest District
Edwinstowe
Mansfield
Nottinghamshire
NG21 9JL

25th January 2012

Dear Sirs

**INVITATION TO QUOTE FOR ICE CREAM CONCESSION RIGHTS FOR
WOODLANDS IN SOUTH YORKSHIRE**

REF NO: SY012012LT

You are invited to submit a quotation to supply an Ice Cream Concession at one or more of the following Community Woodland sites within South Yorkshire to the Land Trust and the Forestry Commission.

- Bentley Community Woodland
- Brodsworth Community Woodland
- Kiveton Community Woodland
- Phoenix Park, Thurnscoe

The following documents form the Invitation to Quote and provide details of the requirement:

- Invitation to Quote (ITQ)
- Statement of Requirement
- The Land Trust's standard terms and conditions of contract for **permission for refreshment sales concession**
- Any supplementary terms and conditions applicable to this contract

You are required to complete and return the following items:

- Part A – Background Information
- Part B – Details of Insurance Policies
- Part C – Specific Questions
- Part D– Pricing Schedule
- Add details of anything additional you have requested in the Statement of Requirements i.e. Health & Safety, method statements etc
- Part E – Certificate of Bona Fide Tender

Please send your completed quotation to the following address, to which any enquiries regarding the quotation must also be sent:

Community Forester - South Yorkshire
Forestry Commission

Sherwood Office
Edwinstowe
Mansfield, Notts
NG21 9JL
Tel: 01623 821476 / 821436
Email: helen.connor-walton@forestry.gsi.gov.uk

We must receive your completed quotation by 16:00 on Monday 12th March 2012. Quotations received before this time will be retained unopened until after this time. Quotations received after the deadline will not be considered. Please be aware that we may copy your quotation for our own use.

All submissions will be evaluated objectively as detailed in the Evaluation Matrix.

The following instructions are relevant to the Invitation to Quote:

- Any contract concluded as a result of this ITQ shall be governed by English Law and the Forestry Commission's Standard Term and Conditions of Contract, as attached to this ITQ, will apply. The Contractor's terms will not be applicable to any quotation
- The completed quotation and all accompanying documents are to be in English
- All prices shall be in sterling and shall be exclusive of VAT
- Costs remain the responsibility of those submitting a quotation
- No part of the quotation submitted will be returned
- The LT / FC reserves the right to cancel or withdraw from the process at any stage
- The LT / FC does not undertake to accept the lowest priced quotation, or part, or all of any quotation
- All information supplied to you by the LT / FC must be treated in confidence and not disclosed to third parties
- All details of the quotation, including prices and rates, are required to be valid for acceptance within a period of 60 days
- Once the contract has been awarded, any additional costs incurred which are not reflected in the quotation will not be accepted for payment
- Offering an inducement of any kind in relation to obtaining this or any other contract with the FC will disqualify your quotation from being considered and may constitute a criminal offence

Yours faithfully



Helen Connor-Walton
Community Forester - South Yorkshire

Statement of our Requirements

1. The following information is intended to help applicants but the Land Trust and the Forestry Commission will not accept any responsibility for opinions given nor for any errors, mis-descriptions or change of circumstances that may occur. Applicants will be expected to make their own assessments of the concession potential of the area and submit bids accordingly. In doing so they should bear in mind the effects of any forestry operations, events and other permissions.

2. Community Woodlands

- Bentley Community Woodland is a 93 hectare woodland between the communities of Bentley, Toll Bar and Arksey, close to the A19 running between Doncaster and Selby. The Site is used principally for walking, the woods are also popular for family activities, horse riders as well as hosting occasional recreational events such as family fun days and Guided Walks. The majority of users of Bentley community Woodland are from the communities surrounding the site. Accurate figures for site usage are not held, however there is good use morning, lunch time and early tea time for walkers
- Brodsworth Community Woodland, is a 99 hectare site between the communities of Woodlands and Pickburn, close to the A638 running between Doncaster and Wakefield, and just off the A1(M) junction 38. The site is used for walking, horse riding and cycling as well as hosting a number of recreational events such as family fun days, educational sessions and horse endurance session. The majority of users of the site come from the Doncaster Borough. The site has a constant trickle of visitors with peak times early morning, late afternoon and weekends. The site is also a popular location for lunch breaks for drivers.
- Kiveton Community Woodland is a 59 hectare site on the edge of Kiveton Park, Wales and Harthill. The site is used principally for walkers as well as been popular for families and bike riding as well as recreational events such as family fun days, flyball training sessions (evenings) and Guided Walks. The site also hosts occasionally larger scale events such as Kiveton Brass Band Festival and Kiveton Urban Festival where a variety of refreshment concessions are currently provided. Accurate figures for site usage are not held, however there is good use morning, lunch time and early tea time for walkers, and families during the evening and weekends.
- Phoenix Park is a 66 hectare site nestled between the communities of Thursncoe, Goldthorpe and Hickleton. The site is used principally for

walkers as well as been popular for families and recreational events such as family fun days and Guided walks. The site also hosts occasional recreational events throughout the year. Accurate figures for site usage are not held, however there is good use throughout the day with peaks in use morning, lunch time and early tea time for walkers, and families during the evening and weekends.

3. Each woodland will be split into individual lots, with one ice cream concession granted at each of the woodlands listed above. The location of the ice cream concessionaire will either adjacent to the site car park or at a central location within the site. The location for each woodland is marked on the enclosed map's, marked with a red spot. This does not exclude the Land Trust from granting permission for additional concessions at the woodland e.g. catering concessions.
4. The unit must be of a high standard with regards to presentation and must meet all current health and hygiene legislation. An applicant's unit should be available for inspection prior to the issue of any permission. Forestry Commission will carry out regular audits to ensure hygiene criteria are met during the permission period.
5. The successful applicant will be required to produce proof of Public Liability Insurance of five million pounds minimum cover. The successful candidate will also be held responsible for maintaining the car park free of any litter arising from sales.
6. The tenant will be responsible for any rates and taxes that may be levied on the concession by the appropriate authorities.
7. The Land Trust and or The Forestry Commission reserves the right to carry out all forestry operations or ancillary work e.g. fencing, road construction etc and the concession holder must accept all risks involved. No claim will be entertained for reduction in visitor numbers or sales or any other reason resulting from the Forestry Commission's programme of operations in the area or for any other reasons beyond their control.
8. Both The Land Trust and The Forestry Commission are keen to encourage healthy food options and locally sourced produce. A sample menu should be included with the tender documents. We would also encourage the use of reusable or biodegradable food and drink containers.
9. The concession is often the first point of contact for visitors to the individual community woodlands so we would welcome tenders from people who are willing to work with us to effectively promote the woodland and help us deal quickly and effectively with issues.

10. The permission will operate for the period of one year, but may be extended for a further period up to a maximum of 5 years (1+1+1+1+1) subject to the agreement of The Land Trust.
11. The attached form of tender should be completed and returned to the Community Forester - South Yorkshire, Forestry Commission, Central Forest District, Edwinstowe, Mansfield, Notts, NG21 9JL by 16:00 on Monday 12th March 2012.
12. A sample menu should be enclosed with your form of tender, along with details of how you would aim to fulfil requirements.
13. We do not bind ourselves to accepting the highest offer or any other offer and reserve the right to withdraw from the negotiations at any time before completion.

Note:

If requested you must provide documentary evidence establishing your eligibility to tender and your qualifications to fulfil the contract if your quotation is accepted. This may be in the form of literature, drawings, samples etc.

You must include details of any areas where they will not be able to comply with these requirements. If your quotation does not meet these requirements we reserve the right to reject it in total.

Tender Timetable

The following timetable allows time for required site visits to clarify any aspects of the work.

Event / Process	Date
Deadline for tender queries	16:00 on Wednesday 7 th March 2012
Tender submission deadline	16:00 on Monday 12 th March 2012
Tenders to be opened	Tuesday 13 th March 2012
Tenders to be notified of results	Thursday 22 nd March 2012

Site Visits

Site visits can be arranged by prior notification with either Helen Connor-Walton or Lizz Demers - 01623 821476 / 821436 helen.connor-walton@forestry.gsi.gov.uk / lizz.demers@forestry.gsi.gov.uk

Score

The following scoring system will be applied:

Score Groupings	Definition
0	Unacceptable / No Response Provided
1	Very Weak – almost unacceptable
2	Weak – well below expectation
3	Poor – below expectation
4	Slightly below expectation
5	Meets expectation
6	Slightly exceeds expectation
7	Moderate – above expectation
8	Well above expectation
9	Very Good
10	Exceptional

Evaluation Matrix

Section	Title	Weighting	Agreed Marking Criteria
A	Background Information	Pass/Fail	Completion of this Section is mandatory
B	Insurance Details	Pass/Fail	Demonstrates adequate levels of insurance. Where these are not in place, supplier must agree to have the appropriate levels of insurance in place by contract award date.
C	Certificates for relevant Health and hygiene training	Pass / Fail	Demonstrate adequate levels of Health and hygiene training. Where these are not in place, supplier must agree to have the appropriate levels of health and hygiene training in place by contract award date.
D	Pricing Schedule	55 %	A Median Based Scoring Calculation will be applied
E	Certificate of Bona Fide Tender	Pass/Fail	Signed certificate provided with no exceptions identified.
F - 1	SPECIFIC QUESTIONS Please provide a sample menu. Can you give details of the policy you have in sourcing your products locally?	15%	The following questions (F1 to F4) will be marked based on the scoring table above
F - 2	Can you provide details of your policy on recycling i.e. will food and drink containers be biodegradable/washable?	15%	
F - 3	Can you indicate on how you would see yourselves working with the Forestry Commission to promote the woodland and the Forestry Commission policies?	15%	

Part A – Background information

	Question	Your Answer	
A1	Name of Organisation		
A2	Address for all correspondence		
A3	Contact Name		
A4	Contact Position		
A5	Telephone Number		
A6	Fax Number		
A7	E-mail address		
A8	Web Address (if you have one)		
A9	Address of Registered Office (if different from above)		
A10	Is your Organisation:	i) a public limited company	
		ii) a limited company	
		iii) a partnership	
		iv) a sole trader	
		v) other (please specify)	
A11	Company Registration Number (or EU registration number)		
A12	Do you intend to use Subcontractor(s)? If so, please detail for which elements of the contract		
A13	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	NO	YES
		If you have answered "YES" please give details.	

	Question	Your Answer
	FC. Examples include freemasonry, membership of societies, clubs and other organisations, and family	

Part B – Details of Insurance Policies

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	Min £5m per claim			
Public Liability	Min £5m per claim			

If you do not undertake to secure the stated levels of insurance, your quotation will not be considered.

Part C – Specific Award Questions

	Question	Weight %
F- 1	Please provide a sample menu. Can you give details of the policy you have in sourcing your products locally?	15%
	Answer:	

	Question	Weight %
F - 2	Can you provide details of your policy on recycling i.e. will food and drink containers be biodegradable/washable?	15%
	Answer:	

	Question	Weight %
F - 3	Can you indicate on how you would see yourselves working with the Forestry Commission to promote the woodland and the Forestry Commission policies.	15%
	Answer:	

Part D – Pricing Schedule

Please provide details of your pricing in the schedule provided below. Please quote for only those woodlands you are interested in tendering for. If you only wish to take on one site, but would be willing to go to one of a number of sites please indicate your preference 1 to 4 with 1 been you preferred option

Preference	Description	Price (£ and words)
	Offer of rent per annum - Bentley Community Woodland	
	Offer of rent per annum - Brodsworth Community Woodland	
	Offer of rent per annum - Kiveton Community Woodland	
	Offer of rent per annum - Phoenix Park	
TOTAL		

Part E – Certificate of Bona Fide Tender

Invitation to Quote No: **SY012012LT**
Due for Return by: Monday 12th March 2012 – 16:00
Subject: Ice Cream Concession – South Yorkshire

The essence of selective tendering is that The Land Trust and 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:
