

Moray & Aberdeenshire
Forest District
Portsoy Road
Huntly
Aberdeenshire
AB54 4SJ
Tel 01466 794161
Fax 01466 794986
moray&aberdeenshire@forestry.gsi.gov.uk
Forest District Manager
John Thomson

<Insert Date>

<Insert bidder Name>

<Insert bidder Address 1>

<Insert bidder Address 2>

<Insert bidder Address 3>

<Insert bidder Postcode>

Dear Sirs

INVITATION TO QUOTE FOR:

**THE SUPPLY OF PREFABRICATED MODULAR OFFICE ACCOMODATION
/WELFARE UNIT**

REF NO: QU/GRA/2011/17

You are invited to submit a quotation for the supply of the above to the Forestry Commission.

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

- Invitation to Quote (ITQ)
- Statement of Requirement
- Our standard terms and conditions of contract for the Supply of Goods

You need to complete and return the following items:

- Part A – Organisation and Contact Details
- Part B – Details of Insurance Policies
- Part C – Health and Safety Questions
- Part D – Specific Questions
- Part E– Pricing Schedule
- Part F – Declaration
- Part G – Certificate of Bona Fide Tender

Please send your completed quotation to the address below. Please note that we do not accept fax or email copies.

For further enquiries about this invitation please contact:-

John Mackie

Moray & Aberdeenshire Forest District

Portsoy Road

Huntly

Aberdeenshire

AB54 4SJ

Tel: 01466 441660

Email: john.mackie@forestry.gsi.gov.uk

Please mark the envelope with the initials 'ITQ' **THE SUPPLY OF:**

PREFABRICATED MODULAR OFFICE ACCOMODATION /WELFARE UNIT

QU/GRA/2011/17- Not to be opened until 23rd February at 1300hrs. .

We must receive your completed quote by We will keep quotes that we receive earlier and not open them until after the deadline. We will not consider any quotes received after the deadline. Please be aware that we may copy your documents, but only for our own use.

All quotes will be evaluated objectively as detailed in the Evaluation Matrix in the ITQ document.

You must follow these instructions:

- Any contract concluded as a result of this ITQ shall be governed by Scots Law and the Forestry Commission's Standard Term and Conditions of Contract, and any additional terms specified as attached to this ITQ, will apply. Your terms will not apply.
- Your quote and all accompanying documents are to be in English.
- All prices must be in sterling and exclusive of VAT.
- Costs remain the responsibility of those submitting a quotation.
- We will not return any part of the documents forming your quote.
- We reserve the right to cancel or withdraw from the process at any stage.
- We do not undertake to accept the lowest priced quote, or part, or all of any quote.
- All information supplied to you by us must be treated in confidence and not disclosed to third parties.
- All details of your quote, including prices and rates, must be valid for our acceptance for a period of 100 days.
- Once we have awarded the contract, we will not accept any additional costs incurred which are not reflected in your quote.
- Offering an inducement of any kind for obtaining this or any other contract with us will disqualify your quote and may constitute a criminal offence.
- We have not asked for financial details in this document; however we reserve the right to carry out checks if we think it is necessary.

Yours faithfully

John Mackie

Communities, Recreation & Tourism Forester

Statement of our Requirements

Moray & Aberdeenshire Forest District wish to appoint a contractor to supply, deliver and install in its final position a prefabricated modular office / welfare unit at the districts Christmas tree sales centre at:

Moray & Aberdeenshire Forest District, Christmas Tree Sales Centre , Saplinbrae, Kinellar, Aberdeen AB21 0TT

The unit will act as a point of sale office and staff welfare unit during the districts Christmas tree sales operations and as such should be able to accommodate staff in a safe and controlled environment be in accordance with the 2010 Scottish non-domestic building standards and be of a standard that will project a positive image for Forestry Commission Scotland

Unit Specification

The unit will:

- Have an external wall, floor and roof structure of durable galvanised steel construction
- Be able to be installed on existing 8.5m x 3.2m concrete slab.
- Have an internal area of approximately 30m².
- Have partitioning internal doors and fittings to create canteen, toilet and point of sale areas.
- Have a lockable external door.
- Have a 3 sliding windows (2 x point of sale office 1x canteen area) on non entrance side to allow sales to take place.
- Have an energy efficient electric heating system.
- Have an energy efficient electric lighting system.
- Have an electrical distribution board and power sockets (as specified below).
- Have an emergency lighting system.
- Have a canopy to external door.
- Have a DDA compliant internal layout.
- Have an accessible Toilet area complete with W/C, macerator unit, wash-handbasin, cold tap and energy efficient point of use water heater and an extractor fan. (no window required)
- Have a canteen area complete with a sink with cold tap, energy efficient point of use water heater, a base unit with space for refrigerator a minimum of 3 x 13 amp double sockets and

- Have a point of sale office with a minimum of 4 x 13 amp double sockets.
- Have hard wearing vinyl flooring throughout.
- Have insulation vales meeting or exceeding:
 - Walls 0.35 W/m²K
 - Floor 0.25 W/m²K
 - Roof 0.25 W/m²K
 - Windows and doors 2.2 W/m²K
- Have a product warranty
- Have a structural warranty

Layout Options

It is anticipated that potential suppliers will provide a number of layout options that meet the above general specification

These should be based on the following general dimensions:

Layout Option 1

- Point of sale office 4m x 3m
- Canteen area 4m x 3m
- Toilet / lobby area 2m x 3m

Layout Option 2

- Point of sale office 5m x 3m
- Canteen area 3m x 3m
- Toilet / lobby area 2m x 3m

Layout Option 3

- Supplier designed?

All quotes for design are to be supported with descriptive material and floor plans elevations example photographs etc:

Note:

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

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

Evaluation Matrix

Section	Title	Weighting	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 you have resolved any past conduct or problem and taken steps to prevent it recurring. If we are satisfied that this is the case, you will pass this section.
B	Details Insurance Policies	Pass/Fail	You must have the required levels of insurance as requested in Section B. If you do not have these, you must confirm that you will get them if successful, before the contract start date. If you do cannot confirm this, you will fail this section.
C	Health and Safety Questions	Pass/Fail	You must provide the information we have requested in Section C.
D	Specific Selection Questions D1 D2 D3	<p style="text-align: center;"> </p> <p style="text-align: center;"><u>Pass / Fail</u></p> <p style="text-align: center;"><u>15%</u></p> <p style="text-align: center;"><u>15%</u></p> <p style="text-align: center;"> </p>	<p>The following evaluation system will be applied:</p> <p>0 – No response or totally inadequate response</p> <p>No response or an inadequate response</p> <p>1 – Major Reservations/Constraints</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</p>

Section	Title	Weighting	Agreed Marking Criteria
			<p>will do this.</p> <p>2 – Some Reservations/Constraints Bidder has provided some information about how they propose to meet most of the requirements as set out in the question or statement of requirements. There is some doubt in their ability to consistently meet the full range of requirements.</p> <p>3 – Fully Compliant Bidder has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or statement of requirements. This gives full confidence in their ability to consistently meet the full range of our requirements.</p> <p>4 – Exceeds Requirements Bidder meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract</p>
E	Pricing Schedule	70%	Price in Pounds Sterling excluding VAT
F	Declaration	Pass/Fail	You must provide a signed certificate with no exceptions on it.
G	Certificate of Bona Fide Tender	Pass/Fail	You must provide a signed certificate with no exceptions on it.

Part A – Form A - Organisation and Contact Details

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	[]

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 requirement 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.	[]
If your 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.			

Contact Details – Contact details for enquiries relating to this process

A13	Name.	[]
A14	Address, including country and postcode.	[]
A15	Phone.	[]
A16	Mobile.	[]
A17	Email.	[]

These questions must be completed by Non-UK Businesses

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 answer 'Yes' to any question in this section it is very unlikely that we will accept your application, 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) 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 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 answer 'Yes' to any question in this section it is very unlikely that we will accept your application, and you should contact us for advice before completing this form. 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>	<input type="checkbox"/>
<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>	<input type="checkbox"/>
<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>	<input type="checkbox"/>

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?	[]
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 – 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 C – Health and Safety Questions

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?		
	Note: 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	Please provide an example of a method statement and risk assessment for installation operations		

Part D – Specific Questions

	Question	Weight %
D1	Are you able supply the unit in the timescale given	Pass / Fail
	Answer	
D2	Please give details of any structural warranty you offer	15%
	Answer	
D3	Please Give details of any product warranty you offer	15%

Part E – Pricing Schedule

Please provide details of your pricing in the schedule provided below.

Ref	Description	Price (£)
1	Layout Option 1	
2	Layout Option 2	
3	Layout Option 3	

Please note:

You must provide individual prices for each potential layout individually to allow us to consider our options

Part F – Declaration

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

I declare that to the best of my knowledge the answers submitted in this ITQ 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 your requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if I have failed 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 G – Certificate of Bona Fide Tender

Invitation to Quote No: [QU/GRA/2011/17]

Due for Return by: 23/02/12 at 1300hrs

Subject: **THE SUPPLY OF PREFABRICATED MODULAR OFFICE ACCOMODATION /WELFARE UNIT**

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 time 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 transaction, formal or informal, and whether legally binding or not.

Signature: [] Date: []

Name: [] Position: []

Signed for and on Behalf of: []
