



PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

Application To Be Included On The Tender List For Forestry Commission Scotland (FCS), supply of ammunition.

The final time and date for the return of the completed PQQ is Monday 22nd January at 12.00pm. Any PQQ received after this time may not be considered.

The Scope of Supply

Forestry Commission Scotland (FCS) will be awarding this contract to a single supplier to provide a supply of goods contract for ammunition to all Forestry Commission offices in Scotland. There may be scope for this contract to be extended further but at this time the contract will focus on Scotland. FCS is looking to find a supplier who will not only provide a supply of goods contract but will also act as an intelligent partner in the ammunition market place, providing help, guidance and assistance on new products or developments when these become known.

Background

FCS has fourteen Forest District Offices and manages 670,000ha of land. The FCS deer cull comprises all the deer species found in Scotland i.e. Red, Roe Fallow and Sika.

FCS uses directly employed Wildlife Ranger staff to achieve the bulk of this cull and requires approximately 26000 rounds of deer legal centerfire ammunition.

Currently FCS use the following ammunition:

RWS- .270w T Mantel 130 grn, .270w H Mantel 130 grn, .243w T Mantel 100 grn.

Norma .243w 100grn, .270w 130grn.

Federal Premium unleaded .270w 130 grn.

Future

The trend is currently towards .270w as the predominant calibre.

It is anticipated that the future trend in ammunition usage will be a reduction in overall quantity, and likely further increase in the usage of unleaded ammunition.

Our aim is to practice effective and humane management to maintain deer density at a level which is consistent with acceptable impacts on forests and other habitats. In doing so we will seek to:

Carry out deer culling in an exemplary and humane way.



We cannot afford to use ammunition that does not perform effectively. FCS therefore retains the right to return any ammunition that in the opinion of FCS does not meet these strict criteria. This is a significant factor in our deer management policy.

FCS will work closely with the successful supplier to ensure both parties are aware of the impact this policy has, both on the ammunition quality and standard required.

Contract requirements include-

It is expected that the supplier will have a dedicated contract management representative, who will work closely with the Forestry Commission to ensure the supply of goods contract moves forward accordingly.

It is anticipated that the Contract will commence around April/May 2007 for an initial period of three years with an option to extend for a further year.

The successful supplier will be expected to provide a delivery service to all fourteen FCS offices in Scotland, supplying an estimated 20,000 rounds of .270w and 6000 rounds of .243w.

Note: these figures are for guidance purposes only and will not form a binding part of the contract. At this stage no guarantees can be given. These estimates are based on previous usage and known FCS short-term strategies.

FCS may require the successful bidder to provide some .25-06 rem, .308w, .22lr and 12ga shotgun cartridges in addition to the main order, however these quantities are deemed to be so small that they are not included in the tender. However, outline costings/pricing strategies may be requested.



Guidance Notes for Completion of the Pre-Qualification Questionnaire

Questionnaire Purpose

The purpose of this PQQ is to identify a number of suitably qualified and experienced companies who will be invited to submit a tender. The information that you provide in response to this PQQ will determine which organisations are most suited, in the opinion of the Forestry Commission.

Questionnaire Layout

The PQQ is split into 5 distinct parts; Part A seeks details of your organisation, Part B requests details concerning the financial standing of the organisation, Part C relates to business probity, Part D relates to quality issues, and Part E requests reference details.

All information requested should be provided in the order and format of the Sections. Tenderers may submit a PQQ using their own text creation facilities.

Questionnaire Responses

Completed PQQs may be submitted using either of the following methods:

- a) 2 copies via the postal system. With an additional set provided on CD.
- b) or 2 copies delivered by hand etc. With an additional set provided on CD.

Respondents are advised that responses may be reproduced, solely for the purposes of this exercise.

Only information provided as a **direct response** to the PQQ will be evaluated. Information and detail which forms part of **general company literature or promotional brochures** etc or information contained within a weblink **should not be submitted** and will not form part of the evaluation process.

Supplementary documentation (e.g. accreditation certificates, CVs) may be attached to the PQQ where applicants have been directed to do so in the PQQ. Such material must be clearly marked with the name of the organisation and the question to which it relates.

All questions must be answered. Please note that we may require clarification of the answers provided or ask for additional information.

If applying on behalf of a **consortium**, please list the names and addresses of all other members of the consortium below. Please note that the PQQ will be evaluated on the basis of the details supplied in the PQQ and, if shortlisted, an Invitation to Tender will be issued to the nominated lead organisation only. Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together



with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation prior to and in regards to contract award will be made to the nominated lead organisation.

If **sub-contractors** are proposed to assist in the delivery of the service, please list the company names and addresses below.

NOTE: In respect of an expression of interest which include consortia or sub-contractors, it is the lead organisation who completes the entire PQQ and, in addition, arranges for each named organisation to complete Parts A, B, C and E and securely attach them to the completed PQQ. Part D relates to issues affecting the quality of service to be delivered by the applicant.

The response to this PQQ should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

Consortia members names and addresses (if any):

Sub-Contractors' names and addresses (if any):

Identify which part of the service each consortia member/sub-contractor will deliver (if any):

**Date for Return:**

The final date for the return of completed **PQQs is Monday 22nd January at 12pm.** Any PQQ received after the date and time specified may not be considered.

Contact details and submission of completed PQQs to be returned to:

**William Lamont
Deer Management Officer
Forestry Commission Scotland
Inverness Forest District
Tower Road
Smithton
INVERNESS
IV2 7NL**

Phone: + 44(0) 1463 791575

Fax: + 44(0) 1463 793872

A timetable highlighting key phases of the anticipated tendering processes is detailed below and should provide bidders with an overview of dates for involvement of key personnel. Please note the dates are provided for guidance purposes only and may be subject to change.

Phase	Estimated Date for completion
PQQ return date	22nd January 2007
Invitation to Tender (ITT) issued	5th February 2007
Tender return	1st March 2007
Contract award	Mid March
Contract Start	April – May 2007

**PART A****BACKGROUND INFORMATION**

1.	Name of Organisation	
2.	Address for all correspondence	
3.	Contact Name	
4.	Contact Position	
5.	Telephone Number	
6.	Fax Number	
7.	E-mail address	
8.	Website Address (if applicable)	
9.	If applicable, address of Registered Office	
10.	Nature of Organisation (e.g. Plc, Partnership etc).	
11.	Names of the Directors or Partners	
12.	Number of employees:	
13.	Length of time Organisation has been operating	
14.	Group If the Organisation is a Member of a Group of Companies, please give the name and address of the ultimate parent company.	
15.	Company Registration Number (or alternative EU registration number).	
16.	VAT Registration Number (or alternative EU registration number).	
17.	Consortia Details	
	1. Name and address	



	Identify, which part of the service this consortia member will deliver	
	2. Name and address Identify, which part of the service this consortia member will deliver	
	3. Name and address Identify, which part of the service this consortia member will deliver	
18.	Subcontractor Details (if applicable)	
	a. Name and address Identify which part of the service this subcontractor will deliver	
	b. Name and address Identify which part of the service this subcontractor will deliver	
	c. Name and address Identify which part of the service this subcontractor will deliver	

**PART B****FINANCIAL STATUS**

19.	Name of Bank: (from which a financial reference may be sought).	
20.	Address:	
21.	Telephone Number:	
22.	Suitable contact name:	
23.	Contact Position:	
24.	Telephone Number: (if different)	
25.	Contact name within your Organisation responsible for financial matters	
26.	Provide details of the Annual Turnover (in £ Sterling) for:	
	Latest Year	
	One year previous	
	Provide details of the Pre tax profit (in £ Sterling) for:	
27.	Latest Year	
	One year previous	



PART C

BUSINESS PROBITY

28.	Please confirm whether any of the following criteria applies to your organisation:
<ul style="list-style-type: none"> Is the organisation bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from a similar proceedings under national laws or regulations? 	
<ul style="list-style-type: none"> Is the organisation the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations? 	
<ul style="list-style-type: none"> Has any employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct by a judgement which has the force of <i>res judicata</i>? 	
<ul style="list-style-type: none"> Has any employee whom you would propose to use to deliver this service been guilty of grave professional misconduct? 	
<ul style="list-style-type: none"> Has the organisation not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the United Kingdom or the country in which it is established? 	
<ul style="list-style-type: none"> Has the organisation not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the United Kingdom or the country in which it is established? 	
<ul style="list-style-type: none"> Please state if any Director / Partner and / or Company Secretary is employed or has been employed by the Forestry Commission. 	



<ul style="list-style-type: none">• Please state if any Director / Partner and / or Company Secretary has a relative who is or has been employed by Forestry Commission at a senior level .	
<ul style="list-style-type: none">• Please state if any Director/Partner/Company Secretary, and/or member of staff directly associated with this contract, either through award or operation has an association with a member of the Forestry Commission staff.	

* A matter already settled in court.

NB: Failure to disclose information relevant to this section may result in your exclusion from this and/or other competitions.



PART D

QUALITY OF SERVICE

29.	<p>Please provide a brief description of the nature of your business, highlighting core functions, any areas of specialism and indicate their relevance to the delivery of this requirement.</p>
30.	<p>Provide details of:</p> <ul style="list-style-type: none"> i) How are similar accounts are managed within your organisation? ii) What standard management information can you provide on a regular basis?
	<ul style="list-style-type: none"> i) ii)



31.	Provide details of your organisation’s “competitive edge” and state how this will benefit or enhance the delivery of service.

32	<p>(i) It is important to FCS that we appoint a contractor who will not just provide a supply of goods contract but will work in partnership with FCS to share and development new market intelligence. Please explain why you feel best placed to undertake this role and the sort of advisory capacity you could provide without additional cost.</p>
	<p>(ii) The successful supplier will be expected to make deliveries across Scotland and perhaps beyond, please provide comprehensive costing information, which demonstrates how you will achieve this, using the address information we have provided.</p> <p>(iii) FCS wants to ensure we appoint a supplier who will without question accept returned ammunition that FCS deem unsuitable. In some situations the ammunition may meet necessary guideline requirements but we may feel it is unfit for our needs and wish to return unused cartridges. Please explain how you will operate policy in this area.</p> <p>(iv) FCS wants to ensure we appoint a contractor who will be able to secure the best market place costing structures available. Please explain with detail how you will achieve this.</p>
	<p>(i)</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p>



**33. (i) Provide details of your standard procedures for monitoring, evaluating, and maintaining quality of service and for ensuring timely and accurate delivery of contracts.
(ii) Provide details of your organisation’s escalation procedures used in problem resolution, and addressing non adherence/failure to deliver service within prescribed timescales.
(iii) State the mechanisms that are in place to ensure that feedback of the service delivered is captured and how this information will be used in the development of the service.**

i)

ii)

iii)



34.	<p>a) Clarify whether and when your organisation has sought accreditation under any recognised accreditation scheme (e.g. Charter Mark, Investors in People, ISO) and the outcome.</p> <p>b) Provide details of certification of your quality assurance systems by recognised third parties. Include the date of last renewal of accreditation and of any actions outstanding from the last inspection.</p> <p>c) Describe your organisation’s approach to continuous improvement including any involvement in benchmarking, and give details of any future plans in this area.</p> <p>d) Detail any innovative proposal(s) that the organisation has introduced in the last 12 months and state the benefits and degree of improvement to the service provided that the innovation brought.</p>
	<p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>



35. Describe the project management systems used by your organisation to manage the delivery of this type of service to ensure that the customer's requirements are met in terms of quality and delivery of service.

Empty response area for question 35.



PART E

REFERENCES

36	Provide contact details for 3 referees for previous/current work that is similar or the same to that required by this requirement, preferably at least two public sector. Note, contact will be made with referees without further reference to yourselves.	
	Organisation Contact Name Contact telephone number Contact E-mail Address	
	Service provided, period of contract and financial information	
	Organisation Contact Name Contact telephone number Contact E-mail Address	
	Service provided, period of contract and financial information	
	Organisation Contact Name Contact telephone number Contact E-mail Address	
	Service provided, period of contract and financial information	
	Organisation Contact Name Contact telephone number Contact E-mail Address	
	Service provided, period of contract and financial information	
	Organisation Contact Name Contact telephone number Contact E-mail Address	
	Service provided, period of contract and financial information	



PART F

EXPRESSION OF INTEREST AND APPLICATION

On behalf of the below mentioned organisation, I hereby register interest and apply to be considered for short listing to receive the Invitation to Tender documentation for Forestry Commission Scotland, Supply of ammunitions. I confirm that the answers given on this PQQ are true, complete, accurate and not misleading.

Signed Name

Date Status

Name of organisation.....