

## Pre-Qualification Questionnaire for Contracts to provide Services relating to the treatment of areas affected by *Phytophthora*

To be considered as a candidate for delivering the Services relating to the treatment of areas affected by *Phytophthora*, you must be able to meet all the requirements set out below and agree the declarations at the end. The form must be completed for an individual, not a company or association.

In submitting this questionnaire, you acknowledge that the Forestry Commission may decide at its own discretion whether or not to make a contract with you and that there is no guarantee of work arising from any contract.

Please use block capitals in this section	
Title (Mr, Mrs etc):	
Surname:	
First name:	
Company Name:	
Business address:	
Postcode:	
Telephone:	
Mobile Telephone:	
Fax:	
Email:	

For FC use only Ref no:
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# Agents' questionnaire

<b>1. You must have the following:</b>	<b>State Yes or No</b>
Professional indemnity insurance for at least £250,000	
Public liability insurance for at least £3,000,000	

Note: there is no stipulation for credit insurance to cover defaults. However, if agents operate without credit insurance, any risks or liabilities will lie with the agent.

## **2. State your relevant academic qualifications.**

You must have a degree or a diploma in forestry or a closely related subject.

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## **3. State any current memberships of relevant professional bodies.**

This is not essential to your application but Chartered status will be preferred.

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## Agents' questionnaire

### **4. Briefly state your personal history and experience of organising and managing contracts for the harvesting and marketing of timber.**

You must be able to demonstrate that you have at least two years direct experience in organising forestry contracts and the practical aspects of harvesting and marketing timber. Also give an estimate of the volume of timber you personally brought to market in the last 12 months.

### **5. How many market outlets for round wood do you normally do business with at any one time?**

You must be able to demonstrate that you are an active and regular participant in the wider timber market.

# Agents' questionnaire

## 6. Declaration

You must be able to agree all of these declarations.

### I DECLARE THAT...

- If I have provided untruthful information in this questionnaire, this may be taken to be an attempt to commit fraud and subsequently treated as such by the Forestry Commission.
- I have read the draft contract for the provision of services and fully understand the requirements of the services.
- I understand that the Forestry Commission is not obliged in any way to offer me a contract for the provision of services and that there is no guarantee of work arising from any contract that may be made between us.
- I am fully conversant with Health and Safety requirements as they relate to forest operations.
- I am fully conversant with the UK Woodland Assurance Standard and its requirements relating to woodland work.
- I am fully conversant with the *Phytophthora* information and licensing documents on the Forestry Commission website.
- I am not affected by bankruptcy, insolvency, receivership, administration, compounding with creditors, winding up, amalgamation, take-over or any criminal proceedings.
- I am happy to conduct this business relationship using email wherever possible.

Agent Signature	
Print Name	
Date	

Forestry Commission Use Only	
Authorising Signature	
Name & Role	
Date	

# Agents' questionnaire

**When you have completed this Pre-Qualification Questionnaire, send it to:**

**Plant Health Team  
Forestry Commission England  
620 Bristol Business Park  
Coldharbour Lane  
Bristol  
BS16 1EJ**

**Tel 0117 906 6000**

**Fax 0117 931 2859**

**Email [plant\\_health\\_england@forestry.gsi.gov.uk](mailto:plant_health_england@forestry.gsi.gov.uk)**

## Terms

Submitting this questionnaire signifies your acceptance and understanding of the process and requirements. If you have doubts, please contact us beforehand on the details above.

If we have any queries with your questionnaire, we will try to contact you within a few days of receipt.

When we are content that you appear able to provide the services we require, we will send you a draft contract by post or by email. You must print and sign the contract where indicated and return it to the address above. When we have returned a copy to you signed by us, your name will be added to our list of contracted service providers. This list will appear on the Forestry Commission website; you may request that your name not be included on the web-published list.

The list of contracted service providers will be set out in date order using the date we signed a contract, earliest first. It will only be used in relation to *Phytophthora* affected woodland.

Each landowner served with a Notice to clear affected trees will be provided with the list as it stands at that time. They will have the opportunity to contact any service provider of their choice. We will not influence their decision. If you are subsequently contacted, you must provide the services as contracted.

If we are not content with your questionnaire, or do not wish to offer a contract for any other reason (including oversubscription), we will tell you as soon as we can.

You may remove yourself from the list of service providers by writing to the above address, provided any work in progress at that time is completed.