

Forestry Commission England
Bristol National Office
620 Bristol Business Park
Coldharbour Lane
Bristol
BS16 1EJ

11th June 2015

0300 067 4000
Josie.masters@forestry.gsi.gov.uk

Dear Sir/Madam,

DEER CONTROL LICENCES – TENDER INFORMATION
Our Reference: DCL2015

Thank you for your interest in a Forestry Commission Deer Control Licence.

Deer Control Licences

Forestry Commission England invites tenders for an annual licence to control deer within three areas of the Public Forest Estate across our West England Forest District.

This is an opportunity for individuals/ groups/ organisations to undertake deer control on land managed by the Forestry Commission England, for the purpose of controlling the deer populations.

The deer control is not a sporting or commercial stalking venture and will be carried out professionally by the Licence Holder and other nominated persons.

To ensure that high conservation and forestry standards are met, annual cull targets will be set and accurate records will have to be provided to the Forestry Commission. This will be done by the return of a spreadsheet to the appropriate District, as detailed in part 5.7 of the conditions within the Licence Contract. The Licence Holder will retain all carcasses and may sell the venison.

Information concerning the Licence Tender

You will find all of the information required to complete a tender application on the 'Business Opportunities' of our website at <http://www.forestry.gov.uk/forestry/BEEH-9VYECC>. The information provided here includes:

- Tender submission form
- Tender pricing schedule
- Tender submission scoring guidance
- Interview scoring guidance
- An example copy of the Deer Control Licence contract

It is the applicant's responsibility to read and fully understand the terms of the agreement.

The following three woodlands will be up for tender this year. All three are in our West England Forest District:

1. **'Mendip Hills'**- encompassing Rowberrow Warren, East Harptree and Stockhill woods in Somerset.
2. **'Parehayne'**- encompassing Parehayne and Morganhayes woods near Honiton, East Devon.
3. **'Trinity'**- encompassing St Mary's & Trinity Hill, Monkton Wyld, Forches, Whitty Hill and Hole Common woods near Axminster, East Devon

Extensive particulars and descriptions, as well as maps of individual areas of land are available from Josie Masters at josie.masters@forestry.gsi.gov.uk. These should be requested and considered completely before placing a tender. Please request which of the above named woodland areas (i.e. Mendip Hills, Parehayne or Trinity) you require information for by name when placing a request.

Please note the deadline for requesting information regarding the tender locations is **Thursday 16th July**. No more information requests or questions will be accepted after this date.

Prospective Licence Holders are required to have satisfied themselves as to the precise area and nature of the ground involved, access routes and the terms & conditions of agreement before submitting a tender. It is also strongly recommended that the site be visited and inspected in the presence of a local Forestry Commission member of staff. Forestry Commission staff will be available for viewings during the dates stated below in this letter.

Please be aware that although site visits are not mandatory you will be asked to submit an account of the site within your tender submission. This will be a scored element and, therefore, a visit to the location would be highly beneficial.

Prospective Licence Holders **must** possess the following: -

- ◆ Deer Stalking Certificate (DSC) Level 1 and 2 or equivalent British qualification e.g. NVQ/SVQ level 2 units C49 and C50 in Game and Wildlife Management or St Hubert Lantra deer stalking qualification. This should also include Large Game Handling
- ◆ Valid British Firearms Certificate including authorisation to hold a calibre of firearm which is suitable and legal for all deer species in the UK
- ◆ Valid Public Liability Insurance to a minimum value of £10 Million
- ◆ Moderated firearms
- ◆ A road legal vehicle suitable to gain access into the forest and retrieve carcasses if the area requires it

Depending on the site, the Licence Holder may require additional persons to be included on the Licence as Authorised Controllers. In this instance, authorised controllers must also possess all of the above.

How to apply:

Before any tender is submitted, applicants should carefully consider all the information provided in the tender documents and during the site visit, if taken. You should then complete all of the following steps:

1. If you wish to view an area in advance of submitting your tender please contact Josie at josie.masters@forestry.gsi.gov.uk by **Monday 22nd June**. Dates for the viewings with Forestry Commission staff will be during the period from **29th June to 10th July 2015**.

2. For any questions regarding the tender process, tender documents or the nature of the contract please contact Josie Masters via the above details.

For any specific questions on the nature of the woodlands, local area or deer control itself please contact the local contract manager- Graham Dallyn (based in our West England Forest District) at graham.dallyn@forestry.gsi.gov.uk.

Please note the deadline for any questions regarding the tender is **Thursday 16th July**. No more questions will be accepted after this date.

3. Please complete the **Tender Pricing Schedule Form** fully, ensuring that the information provided is clear and that the form is both signed and dated. Please ensure you provide full and correct contact details, as requested.

3. Complete the provided **Deer Control Licence Tender Submission Form**. This must be completed and returned along with additional labelled supporting documentation e.g. copies of qualification certificates, insurance certificates, summary of experience etc. Please be careful not to enclose any originals as we are unable to return any documentation sent to us.

4. **Two separate copies** of **all** the Tender documents must be delivered in the post or by hand, by 12:30pm on Thursday 23rd July, to the following address:

Josie Masters,
Forestry Commission,
620 Bristol Business Park,
Coldharbour Lane
Bristol, BS16 1EJ

The outside of the envelope should be clearly marked with: "DCL2015- Deer Control Licence Tender- Do not open until 23rd July at 12:30pm".

It is your responsibility to ensure that the correct postage is paid and that the tender documents are delivered to the correct address on time.

All Tenders will be opened at Bristol National Office at 12.30pm on Thursday 23rd July 2015. **Tenders received after this time will be opened but will be counted as VOID**. The Forestry Commission is not bound to accept any tender and reserves the right to withdraw any or all of its proposed areas at any time.
Please note faxed or emailed tenders will not be considered.

The Interview

We intend to take the top three applicants through to interview stage, although we reserve the right to take more, less or none if necessary. The selection of potential

Licence Holders for interview will be based on the scores achieved through the tender submission. The scoring system will be based on the information that you supply when completing the tender submission along with the pricing schedule and any additional supporting documents that you provide.

We anticipate that interviews will take place at one of our West England Forest District offices on the **week commencing 10th August**.

If selected for interview you will be required to bring originals of your relevant documents (Firearms certificates, DSC awards, Public Liability Insurance) along with you on the day. Please note **failure to do so will result in a 'Fail' under the firearms skills test section** of the Interview Scoring Form.

Firearms Skills Test

If you are selected for an interview, this will incorporate a firearms skills test. You will be observed at all times and all your actions will be taken into account whilst handling a firearm. Candidates will be observed and assessed on their ability to demonstrate safe firearms handling and marksmanship from a variety of shooting positions. Please be aware that the firearms skills test will follow the DSC Level 1 Shooting Assessment. Both elements will be considered in your Pass or Fail mark.

Candidates are allowed **two attempts** to meet the required shooting standard on the day of the test. If you do not meet the required standard within these two attempts you will automatically receive a 'Fail' and be given no further attempts- meaning your tender bid will not be taken forward and will effectively become void.

Winner Selection

The applicant obtaining the highest score at interview may be offered a Deer Control Licence. If successful with their skills test, further skills tests for all Authorised Controllers will then be carried out prior to pre-commencement meetings (please refer to section 5.2.4 of the FCE Deer Control Licence document).

Prospective Licence Holders who tender for more than one licence area and are successful can not merge licence areas into one or merge with any existing licence area that they may hold.

Yours faithfully,

Josie Masters
Business Support Supervisor