

Invitation to Tender for

Framework Agreement for:
Security and Stewarding at Forest Live
Outdoor Concerts 2015 to 2018

Framework No: MUSIC/103/15/01

OJEU Ref: **Insert Ref**

Introduction

The Forestry Commission's (FC) mission is to protect and expand Britain's forests and woodlands and increase their value to society and the environment.

We, the FC, will always consider equality when conducting our procurement activities. We require you to meet your duties under the Equality Act 2010 and may ask for evidence that you are aware of and operate in accordance with those requirements

We take the lead in the development and promotion of sustainable forest management. We deliver the distinct forestry policies of England and Scotland through specific objectives drawn from the country forestry strategies.

More information is available on our website at www.forestry.gov.uk

1 Type and term of agreement

We will be awarding a framework agreement for security and stewarding at approximately Forest Live outdoor concerts running over approximately 24 nights at seven forest locations in England. The contract includes arena & site security, SIA licensed personnel, stewards, response teams, backstage security, access and security checks, pit staff and overnight security.

Our intention is to award this framework agreement for a period of 1 year.

There will be an option to extend the framework agreement by up to a further three one-year periods making a total of 4 years if all extensions are used.

The decision on whether to use any or all of the extension option available will be at our discretion and we will base it on the following factors: performance, budget, continued requirement for the service.

The total value of this framework agreement over the entire period including any extension options will be in the region of £680,000.

Wage costs are subject to annual review and will take into account any changes in legislation effecting minimum wage levels or any other government policy changes. Any proposed changes to other costs will be also be subject to annual review, and any proposed increases will be limited to CPI.

2 Timetable, enquiries and return arrangements

2.1 Timetable

Set out below is the proposed procurement timetable. This is intended as a guide, and, while we do not intend to depart from the timetable, we reserve the right to do so.

Stages	Dates
Issue ITT Document	14 th October, 2014
Closing date and time for enquiries	28 th November, 2014 14:00
Tender Return Date and Time	5th December, 2014: 14:00
Bidder Presentations	17 th December 2014
Expected Notification of Intent to Award	w/c 22 nd December, 2014
End of Standstill Period	20 th January, 2015
Expected Start Date	February 2015

2.2 Clarification

2.2.1 Clarification

Once we have evaluated submissions, we may need further clarification and may ask for this additional information or a clarification meeting. The purpose is to further explore the information you have provided in your submission.

2.2.2 Bidder Presentations

Following an initial evaluation of the tenders, we will reserve the right to request that the top four scoring bidders present their tender bid to the tender panel in person. Please note the FC may decide not to utilise this process, or may choose to take a lesser number of bidders to presentation, where the paper based evaluation scoring dictates that a lesser number would be more appropriate. The purpose of any bidder presentations will be to verify any aspects of the proposals. The panel will use the presentations to verify the original scores awarded. Bidders should note that this process may result in points being deducted where information provided within paper submissions is found to be misleading or inaccurate.

Presentations will not introduce any new criteria to the process and will not be an opportunity for bidders to enhance or change their original offerings. Only information which has already been submitted as part of the paper tender response should be presented as part of this stage. It is important for the FC to verify that their scoring of paper submissions has identified the best value supplier, hence the presentation will form an integral and important part of the evaluation process.

Bidders identified to participate in this stage of the process will be advised of the exact location, date and time of their presentation after the tender closing date. Please note: bidders outside the top 4 following the Panel's initial evaluation of the paper returns will not be required give presentations and their bids will not be considered further.

Any final award decision will be based on the application of the evaluation criteria detailed in the evaluation matrix at Section 5.5.

2.3 Enquiries

Please send all enquiries in writing or by email, by the deadline stated at Section 2.1, quoting the framework agreement number printed at the front of this document to:

Rachael Miller - email rachael.miller@forestry.gsi.gov.uk

If we consider any question or request for clarification is relevant to all interested parties, we will circulate both the query and the response to all potential tenderers, although your identity will remain confidential.

If you want to tender, and have not yet registered interest in the framework agreement, you must do so before the closing date for enquiries to make sure you are told about any questions and answers.

2.4 Return arrangements

Please return your completed tender as:

- two paper copies by post or hand delivered, and
- one copy on disk or USB type storage device in a read only format

Please note that we do not accept fax or email copies.

We must receive your completed tender before the closing time shown in the Timetable at Section 2.1. We will keep tenders received before this deadline unopened until after this time. We reserve the right to not consider any tenders received after the deadline. Please be aware that tenders may be copied for our use.

Mark your envelopes with the words '**Tender for Security and Stewarding at Forest Live outdoor concerts 2015 – 2021. Not to be opened until 14:00 on 5th December .**'

Submissions may be excluded if you do not mark the envelope in this way.

Send completed tender documents to the following address:

FAO Rachael Miller
Forestry Commission East England
Santon Downham
Brandon
Suffolk
IP27 0TJ

3 Statement of Requirements

We intend to award a framework agreement for security and stewarding at Forest Live outdoor concerts.

Bidders must be able to provide the service at all the dates/ sites. The contract will not be split into lots.

A framework is an agreement with one or several providers. It sets out the general terms and conditions under which we can make specific purchases as and when we need them. The formal contract is formed when the customer places a call-off order against the framework asking for specific delivery of goods, services or works. A bidder can receive a call-off order directly, or we may ask them to take part in a mini-competition with the other bidders on the framework.

This Framework Agreement will be with a single contractor and the process for the call off will be as follows:

1. Annually we will send the schedule of proposed concert dates/ estimated capacities requiring security services to the successful contractor by end of August.
2. The contractor will ensure they schedule these dates in their calendar.
3. As artists are booked confirmed dates and predicted capacities will be sent to the successful contractor.
4. The contractor will submit a proposal for all dates to be received by the FC before end of March.
5. The contractor work will work with the FC to further increase or decrease provision of the service at each event depending on ticket sales as the event approaches.
6. A call off order will be sent to reflect the agreed proposal before each concert weekend.

The volume and details of the work to be carried out in the future years of the contract will be based on any increases in minimum wage, and other increases will be limited to CPI.

The Forestry Commission began outdoor music events in 1998. Since then the programme has expanded and covers seven venues in spectacular forest locations throughout England. The Forestry Commission is now a significant promoter of summer outdoor music events.

Artists are generally from the rock, pop and indie genres although classical evenings have also taken place at some venues. Artists have included Alfie Boe, The Beach Boys, Boyzone, Blondie, Ian Brown, James Blunt, Beautiful South, Crowded House, The Charlatans, Elvis Costello, The Courteeners, Tony Christie, Jamie Cullum, The Darkness, Deacon Blue, Doves, Erasure, Elbow, Embrace, Fun Lovin Criminals, Paloma Faith, Bryan Ferry, Rebecca Ferguson, David Gray, Jools Holland, The Human League, James, JLS, Jessie J, Katherine Jenkins, Keane, KT Tunstall, Little Mix, Levellers, Level 42, Motorhead, Massive Attack, Madness, James Morrison, McFly, Olly Murs, Van Morrison, Katie Melua, Simple Minds, Pulp, Plan B, Pet Shop Boys, The Pogues, Courtney Pine, Razorlight, Ed Sheeran, The Saturdays, Simply Red, Suede,

Sugababes, Scouting for Girls, The Script, Status Quo, Travis, Texas, UB40, Paul Weller, The Wombats, Westlife, The Wanted, Will Young, The Zutons

Forest Live events introduce a new audience to our forests and make forests relevant to people in different ways. In addition the programme raises revenue which is ploughed back into the forests in a variety of environmental and social projects.

During 2015 we anticipate running a programme of 24 events over 4 weekends through June / July with an audience capacity of approximately 125,000 across 7 concert venues. Some sites operate two nights, some three nights and some four nights. Shows can take place between Thursdays and Sundays. Westonbirt operates a second weekend in July.

For further information please visit www.forestry.gov.uk/music

All our concerts are held in rural outdoor locations, in clearings in the forest. All infrastructure and power is temporarily brought in to the venues for the events.

Catering units and a bar are provided for customers to purchase refreshments. At present customers are allowed to bring in their own food and drinks including alcohol if they wish. Cans, glass, umbrellas and some other items are prohibited. Bag checks are made on entry for these items.

Due to the rural nature of the events customers predominantly arrive by car and parking is located in clearings or on fields adjacent to the arenas.

3.2 Forest Live venues:

1 weekend (19-21 June)

Bedgebury Pinetum and Forest, Kent, TN17 2SL. Capacity 5500. Two concerts.

Westonbirt Arboretum, Glos, GL8 8QS. Capacity 4000 to 7000. Three concerts

2nd Weekend: (25-28 June)

Sherwood Pines Forest Park, Notts, NG21 9JL. Capacity 6000. Three concerts.

Dalby Forest, North Yorkshire, YO18 7EL. Capacity 6000. Three concerts

3rd Weekend: (2-5 July)

Delamere Forest Park, Cheshire, CW8 2JD. Capacity 5500. Three concerts

High Lodge, Thetford, Suffolk, IP27 0AF. Capacity 4000 to 9500. Four concerts.

4th Weekend: (10-12 July)

Cannock Chase Forest, Staffs, WS15 2UQ. Capacity 5300. Three concerts.

Westonbirt Arboretum, Glos, GL8 8QS. Capacity 4000 to 7000. Three concerts

Facilities

- All sites have bar and food outlets, toilets, disabled facilities and ample parking.
- Some sites have sloping or undulating ground and some have public car parks 500m away.

Forest Live programme

- Artists chosen for the concerts do not attract many under 18s or many customers who will use or attempt to supply drugs, or who will arrive at the venue excessively under the influence of alcohol.
- The exact numbers of staff required and the ratio of SIA to stewards will vary according to the act booked, we will advise the successful bidder of this through the booking process. Flexibility on behalf of the contractor is key.

Planning and Operation

- Our sites have clear signs listing our entry policies.
- At some sites we may have special constables but otherwise all our sites are police free.
- We will expect the successful contractor's on site manager to attend at least two on site multi-agency meetings per site per year in advance of the concerts.
- Car parking for contractors is available on site.
- Camping for security contractors is not permitted on site with the exception of one or two overnight security personnel
- Full first aid facilities are on site and available to contractors
- Briefings are to be attended by security managers/supervisors, will take place at approx 4pm each day. Please allow for this in your quote.
- The successful security company must be able to provide its own internal radio communications systems although they may be required to use radios provided by the FC.
- The FC will provide limited provision of radio and NCHS sets for use on our control channel.
- The FC can provide basic food/drink on show days as well as bottled water for staff. A basic snack meal and drink can be provided which will be recharged at the cost price (which will vary from site to site).

3.3 Contract Requirements

Membership/Accreditation required

Full Member of UKCMA - The United Kingdom Crowd Management Association (UKCMA)

Member of SIA/ACS - SIA's Approved Contractor scheme

Contractor must:

- Have experience in major events and festivals and be able to demonstrate experience and planning expertise in major event situations.
- Provide Crowd Management Plans to the FC for each venue/ weekend.

- Be able to provide core teams across our show dates with the ability to travel from site to site.
- Ensure personnel wear distinctive uniforms which differentiate between stewards and SIA.
- Prove a suitable 4x4 vehicle for a rapid response team.
- Have policies including: Gate and pit procedures, show stop, training standards, noise at work, customer care, conflict and search management, radio management, drug awareness, crowd dynamics/management, first aid and fire training.
- Have a policy in place for logging of all incidents/evictions and other issues. Log must be copied to the Forestry Commission after each show and to the police on request.
- Provide a full SIA staff register containing: their full names, DOB, event specific identification names, numbers or codes and where appropriate, their SIA registration details. This register will need to be available to the Forestry Commission or Police authorities on request.
- Ensure all personnel have the right to work in the UK
- Ensure all personnel are checked through the Disclosure and Barring Service or Disclosure of Scotland.
- Ensure all SIA staff display name badge and register number.
- Ensure all steward and Security staff will be signed in and off duty.
- Ensure key SIA supervisors should have basic first aid training.
- Ensure staff in key positions remain as the same individuals throughout the concert weekend.
- Provide both male and female staff for the purposes of body searches if needed.
- Comply with the instructions set out by SIA guidance.
- Ensure correct PPE equipment is supplied and used by all personnel as necessary.
- Nominate a dedicated contract manager as a main contact for the FC.
- Fully support FC requirements to resolve any problems prior to formal escalation or legal proceedings.
- Attend annual review meetings the FC contract manager that will cover all aspects of the contract and service provision from both parties. If the need arises, further meetings during the contract period may be arranged to discuss any outstanding problems or issues.
- Repay overpayment or duplicate payments within 5 working days.
- Endeavour to meet the contract without using subcontractors – if subcontractors are proposed to be used for a particular occasion this must be disclosed at tender stage. Subcontractors required to have the same personnel checks as full time or permanent employees.

3.4 Duties

Security Duties

- Ensuring security at entrances and exits
- Monitoring public access and suitability
- Monitoring and checking should anyone appear under 16 and taking appropriate action if potential concert-goers are unaccompanied under the require age.
- To understand and enforce the Forestry Commission's terms and conditions of entry, drink and drugs, pit and customer care policies.
- To ensure through bag searches that prohibited items are not brought into the arena.
- To ensure entry is not allowed to those under the influence of excessive drink or drugs
- Monitoring the arena for outbreaks of disorder including not using the appropriate toilet facilities
- If required evict customers with approval of FC site manager.
- Monitor customers in the bar and food areas with special emphasis on any possible under 18s.
- Supporting the arena non front line stewards
- At show end to monitor (if required) pedestrian routes to car parks and taxi/pick-up point
- Logging incidents and the action taken or response from site control tent

Stewarding Duties

- Assisting tearing ticket stubs at entry points once customers have passed security check
- Taking appropriate action if a child is identified to be at risk
- Stewarding the arena litter bins and fire points
- Responding to visitors questions
- Provide support for users of the disabled viewing platform
- Looking after artists backstage access
- Providing guidance on pedestrian pathways

Whilst on duty all staff will be expected to:

- Be polite, cheerful and helpful and treat customers, other contractors, artists and FC staff with courtesy at all times
- Stay calm in the event of an emergency
- Know the gate opening and running times
- Know the bar open and closing times
- Understand the Forestry Commission entry and eviction policies
- Know the layout of the site
- Know of the temporary facilities available on site
- Know and understand the different classes of fires and fire point locations
- Know and understand the events incident codes
- Remain in their designated location
- Ensure no area of the site has any overcrowding
- Monitor misuse of waste by the audience; e.g. throwing plastic bottles
- Ensure no area has any accumulation of combustible refuse
- Check the fire points and know where to find replacement fire fighting equipment.
- Know what to do if they consider someone under 16 is on site without guardian
- Ensure under 18 patrons are not drinking alcohol at any time
- Exercise the correct radio protocol and to understand coded radio calls
- Follow the guidelines set within the control document that will be forwarded on contract

3.5 Staffing Specification

The staffing specification below reflects our anticipated requirements for 2015. Tender prices should be calculated from the specification below.

Exact requirements will be finalised with the successful company once artists and ticket sales have been confirmed.

The number of concerts and the number of venues may increase or decrease over the life of the contract. If this occurs the successful company and the Forestry Commission will meet to discuss any changes necessary to the contract.

3.5.1 Westonbirt Arboretum, Nr Tetbury, Glos, GL8 8QS

- Capacity 7000
- 3 Nights in June (19, 20 & 21 June 2015)
- 3 Nights in July (10, 11 & 12 July 2015)

Management

- Overall Manager to be on site for 1.30pm to Midnight
- Arena Manager to be on site for 1.30pm to Midnight
- Control/ELT officer to be on site for 1.30pm to Midnight

Backstage

- Supervisor x 1 to be on site for 8.30am to 11.30pm
- Backstage Gate Left x 1 SIA to be on site for 8.30am to 11.30pm
- Backstage Gate Right x 1 SIA to be on site for 8.30am to 11.30pm
- Dressing Rooms x 3 to be on site for 4.30pm to 11.30pm
- Hatch Gate Right x 1 SIA to be on site for 4.30pm to 11.30pm
- Pit Team x 4 to be on site for 4.30pm to 11.30pm

Arena

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- FOH x 1 SIA to be on site for 4.30pm to 11.30pm
- Disabled platform x 1 SIA to be on site for 4.30pm to 11.30pm
- Emergency exits x 4 stewards to be on site for 4.30pm to 11.30pm
- Bar x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 14 SIA to be on site for 4.30pm to 11.30pm

Entrances

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- Security x 6 SIA for 6 entrance lanes to be on site for 4.30pm to 11.30pm
- Stewards x 6 for 6 entrance lanes to be on site for 4.30pm to 11.30pm

Overnights

- Guarding x 2 Wed 17 June and Thurs 18 June to be on site for 6.30pm to 8.30am
- Guarding x 2 Fri 19, Sat 20 & Sun 21 June to be on site for 11.30pm to 8.30am
- Guarding x 2 Wed 8 July and Thurs 9 July to be on site for 6.30pm to 8.30am
- Guarding x 2 Fri 10, Sat 11 & Sun 12 July to be on site for 11.30pm to 8.30am
- **Essential that key team staff are the same across the three shows and preferably the two weekends.**

3.5.2 Bedgebury Pinetum and Forest, Nr Goudhurst, Kent, TN17 2SL

- Capacity 5500
- 2 Nights (19 & 20 June 2015)

Management

- Overall Manager to be on site for 1.30pm to Midnight
- Arena Manager to be on site for 1.30pm to Midnight
- Control/ELT officer to be on site for 1.30pm to Midnight

Backstage

- Supervisor x 1 to be on site for 8.30am to 11.30pm
- Backstage car park x 1 SIA to be on site for 8.30am to 11.30pm
- Backstage roadway x 1 SIA to be on site for 8.30am to 11.30pm
- Backstage gate x 1 SIA to be on site for 8.30am to 11.30pm
- Dressing Rooms x 3 to be on site for 4.30pm to 11.30pm
- Hatch Gate x 1 SIA to be on site for 4.30pm to 11.30pm
- Pit Team x 4 to be on site for 4.30pm to 11.30pm

Arena

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- FOH x 1 SIA to be on site for 4.30pm to 11.30pm
- Disabled platform x 1 SIA to be on site for 4.30pm to 11.30pm
- Emergency exits x 4 stewards to be on site for 4.30pm to 11.30pm
- Bar x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 8 SIA to be on site for 4.30pm to 11.30pm

Entrances

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- Security x 5 SIA for 5 entrance lanes to be on site for 4.30pm to 11.30pm
- Stewards x 5 for 5 entrance lanes to be on site for 4.30pm to 11.30pm
- Box office Security x 2 SIA to be on site for 4.30pm to 11.30pm
- Box office steward x 2 to be on site for 4.30pm to 11.30pm
- Disabled entrance x 2 SIA to be on site for 4.30pm to 11.30pm

Overnights

- Guarding x 2 Wed 17 June and Thurs 18 June to be on site for 6.30pm to 8.30am
- Guarding x 2 Fri 19 and Sat 20 June to be on site for 11.30pm to 8.30am

- **Essential that key team staff are the same across the three shows**

3.5.3 Dalby Forest, Nr Thornton Le Dale, N Yorks, YO18 7LT

- Capacity 6000
- 3 Nights (25, 26 & 27 June 2015)
- Both male and female staff must be provided

Management

- Overall Manager to be on site for 1.30pm to Midnight
- Arena Manager to be on site for 1.30pm to Midnight
- Control/ELT officer to be on site for 1.30pm to Midnight

Backstage

- Supervisor x 1 to be on site for 8.30am to 11.30pm
- Backstage Gate x 2 SIA to be on site for 8.30am to 11.30pm
- Hatch Gate Right x 1 SIA to be on site for 4.30pm to 11.30pm
- Hatch Gate Left x 1 SIA to be on site for 4.30pm to 11.30pm
- Dressing Rooms x 3 to be on site for 4.30pm to 11.30pm
- Pit Team x 4 to be on site for 4.30pm to 11.30pm

Arena

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- FOH x 1 SIA to be on site for 4.30pm to 11.30pm
- Disabled platform x 1 SIA to be on site for 4.30pm to 11.30pm
- Emergency exits x 2 stewards to be on site for 4.30pm to 11.30pm
- Bar x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 8 SIA to be on site for 4.30pm to 11.30pm

Entrances

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- Security x 6 SIA for 6 entrance lanes to be on site for 4.30pm to 11.30pm
- Stewards x 6 for 6 entrance lanes to be on site for 4.30pm to 11.30pm
- Disabled Gate x 1 SIA to be on site for 4.30pm to 11.30pm
- Response x 6 SIA to be on site for 4.30pm to 11.30pm

External

- Supervisor x 1 to be on site for 4.30pm to 11.30pm
- Taxi/Drop off/Pick-up x 2 SIA to be on site for 4.30pm to 11.30pm
- Car park roadway x 2 SIA to be on site for 4.30pm to 11.30pm

Overnights (dates may vary)

- Guarding x 2 Wed 24 June and Thurs 25 June to be on site for 6.30pm to 8.30am
- Guarding x 2 Fri 26, Sat 27 & Sun 28 June to be on site for 11.30pm to 8.30am

- **Essential that key team staff are the same across the three shows**

3.5.4 Sherwood Pines Forest, Nr Edwinstowe, Notts, NG21 9JL

- Capacity 6000
- 3 Nights (26, 27 & 28 June 2015)

Management

- Overall Manager to be on site for 1.30pm to Midnight
- Arena Manager to be on site for 1.30pm to Midnight
- Control / ELT officer to be on site for 1.30pm to Midnight

Backstage

- Supervisor x 1 to be on site for 8.30am to 11.30pm
- Backstage Gate x 2 SIA to be on site for 8.30am to 11.30pm
- Hatch Gate Right x 1 SIA to be on site for 4.30pm to 11.30pm
- Dressing Rooms x 3 to be on site for 4.30pm to 11.30pm
- Pit Team x 4 to be on site for 4.30pm to 11.30pm

Arena

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- FOH x 1 SIA to be on site for 4.30pm to 11.30pm
- Disabled platform x 1 SIA to be on site for 4.30pm to 11.30pm
- Emergency exits x 2 stewards to be on site for 4.30pm to 11.30pm
- Bar x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 8 SIA to be on site for 4.30pm to 11.30pm

Entrances

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- Security x 6 SIA for 6 entrance lanes to be on site for 4.30pm to 11.30pm
- Stewards x 6 for 6 entrance lanes to be on site for 4.30pm to 11.30pm
- Disabled Gate/Lane x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 6 SIA to be on site for 4.30pm to 11.30pm

External

- Pedestrian Crossing x 1 Supervisor to be on site for 4.30pm to 11.30pm
- Pedestrian Crossing x 2 SIA to be on site for 4.30pm to 11.30pm

Overnights (dates may vary)

- Guarding x 2 Wed 24 June and Thurs 25 June to be on site for 6.30pm to 8.30am
- Guarding x 2 Fri 26, Sat 27 & Sun 28 June to be on site for 11.30pm to 8.30am

- **Essential that key team staff are the same across the three shows**

3.5.5 Thetford Forest, Nr Brandon, Suffolk, IP27 0TF

- Capacity 6000-9500
- 4 Nights (2, 3, 4 & 5 July 2015)

Management

- Overall Manager to be on site for 1.30pm to Midnight
- Arena Manager to be on site for 1.30pm to Midnight

- Control / ELT officer to be on site for 1.30pm to Midnight

Backstage

- Supervisor x 1 to be on site for 8.30am to 11.30pm
- Backstage Gate x 1 SIA to be on site for 8.30am to 11.30pm
- Backstage Oak Lodge x 1 SIA to be on site for 8.30am to 11.30pm
- Hatch Gate Right x 1 SIA to be on site for 4.30pm to 11.30pm
- Oak Lodge Dressing Room x 1 to be on site for 4.30pm to 11.30pm
- Dressing Rooms x 2 to be on site for 4.30pm to 11.30pm
- Pit Team x 4 to be on site for 4.30pm to 11.30pm

Arena

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- FOH x 1 SIA to be on site for 4.30pm to 11.30pm
- Disabled platform x 1 SIA to be on site for 4.30pm to 11.30pm
- Emergency exits x 2 stewards to be on site for 4.30pm to 11.30pm
- Box Office x 1 SIA to be on site for 4.30pm to 11.30pm
- High Lodge Disabled gate x 1 SIA to be on site for 4.30pm to 11.30pm
- Bar x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 8 SIA to be on site for 4.30pm to 11.30pm

Entrances

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- Security x 9 SIA for 9 entrance lanes to be on site for 4.30pm to 11.30pm
- Stewards x 9 for 9 entrance lanes to be on site for 4.30pm to 11.30pm
- Disabled Gate/Lane x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 6 SIA to be on site for 4.30pm to 11.30pm

Overnights (dates may vary)

- Guarding x 2 Tues 30 June and Wed 1 July to be on site for 6.30pm to 8.30am
- Guarding x 2 Thurs 2, Fri 3, Sat 4 & Sun 5 July to be on site for 11.30pm to 8.30am

- **Essential that key team staff are the same across the four shows**

3.5.6 Cannock Chase Forest, Nr Rugeley, Staffs, WS15 2UQ

- Capacity 5300
- 3 Nights (10, 11 & 12 July 2015)

Management

- Overall Manager to be on site for 1.30pm to Midnight
- Arena Manager to be on site for 1.30pm to Midnight
- Control / ELT officer to be on site for 1.30pm to Midnight

Backstage

- Supervisor x 1 to be on site for 8.30am to 11.30pm
- Backstage Gate x 1 SIA to be on site for 8.30am to 11.30pm
- Hatch Gate Right x 1 SIA to be on site for 8.30am to 11.30pm
- Slitting Mill Gate x 1 SIA to be on site for 1.30pm to 11.30pm
- Backstage Parking x 1 SIA to be on site for 1.30pm to 11.30pm
- Dressing Rooms x 3 to be on site for 4.30pm to 11.30pm
- Pit Team x 4 to be on site for 4.30pm to 11.30pm

Arena

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- FOH x 1 SIA to be on site for 4.30pm to 11.30pm
- Disabled platform x 1 SIA to be on site for 4.30pm to 11.30pm
- Emergency exits x 2 stewards to be on site for 4.30pm to 11.30pm
- Bar x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 6 SIA to be on site for 4.30pm to 11.30pm

Entrances

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- Security x 6 SIA for 6 entrance lanes to be on site for 4.30pm to 11.30pm
- Stewards x 6 for 6 entrance lanes to be on site for 4.30pm to 11.30pm
- Disabled Gate x 1 SIA to be on site for 4.30pm to 11.30pm
- Response x 5 SIA to be on site for 4.30pm to 11.30pm

External

- Supervisor x 1 to be on site for 4.30pm to 11.30pm
- Post Office Lane x 2 SIA to be on site for 4.30pm to 11.30pm
- Car Park ticket check x 2 SIA to be on site for 4.30pm to 11.30pm

Overnights (dates may vary)

- Guarding x 2 Wed 8 and Thurs 9 July to be on site for 6.30pm to 8.30am
- Guarding x 2 Fri 10, Sat 11 & Sun 12 July to be on site for 11.30pm to 8.30am

- **Essential that key team staff are the same across the three shows**

3.5.7 Delamere Forest, Delamere, Cheshire, CW8 2JD

- Capacity 6000
- 3 Nights (3, 4 & 5 July 2015)

Management

- Overall Manager to be on site for 1.30pm to Midnight
- Arena Manager to be on site for 1.30pm to Midnight
- Control / ELT officer to be on site for 1.30pm to Midnight

Backstage

- Supervisor x 1 to be on site for 8.30am to 11.30pm
- Backstage Gate x 2 SIA to be on site for 8.30am to 11.30pm
- Arena Catering gate x 1 SIA to be on site for 8.30am to 11.30pm
- Hatch Gate Left x 2 SIA to be on site for 8.30am to 11.30pm
- Dressing Rooms x 3 to be on site for 4.30pm to 11.30pm
- Pit Team x 4 to be on site for 4.30pm to 11.30pm

Arena

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- FOH x 1 SIA to be on site for 4.30pm to 11.30pm
- Disabled platform x 1 SIA to be on site for 4.30pm to 11.30pm
- Emergency exits x 4 stewards to be on site for 4.30pm to 11.30pm
- Bar x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 10 SIA to be on site for 4.30pm to 11.30pm

Entrances

- Supervisor x 1 to be on site for 1.30pm to 11.30pm
- Security x 8 SIA for 8 entrance lanes to be on site for 4.30pm to 11.30pm
- Stewards x 8 for 8 entrance lanes to be on site for 4.30pm to 11.30pm
- Response x 4 SIA to be on site for 4.30pm to 11.30pm

External

- Supervisor x 1 to be on site for 4.30pm to 11.30pm
- Bridge x 1 SIA to be on site for 4.30pm to 11.30pm
- Houses/Taxi Area x 2 SIA to be on site for 4.30pm to 11.30pm
- Festoon walkway x 1 SIA to be on site for 4.30pm to 11.30pm
- Disabled / Café Area x 2 SIA to be on site for 4.30pm to 11.30pm
- Response x 2 SIA to be on site for 4.30pm to 11.30pm

Overnights (dates may vary)

- Guarding x 2 Wed 1 June and Thurs 2 July to be on site for 6.30pm to 8.30am
- Guarding x 2 Fri 3, Sat 4 & Sun 5 July to be on site for 11.30pm to 8.30am
- **Essential that key team staff are the same across the three shows**

Note: Tenderers must include details of any areas where they will not be able to comply with these requirements. If your Tender does not meet these requirements we reserve the right to reject it completely.

4 Guidance notes for completing the ITT

4.1 Completing the ITT

Please answer every question. If the question does not apply to you please write N/A. If you do not know the answer please write N/K.

Warning: Please note that if you answer N/A or N/K to any question, we may reject your submission in full and will not evaluate any further questions.

4.2 Supporting documents

To make the process straightforward, you do not need to provide supporting documents such as accounts, certificates, statements or policies with your tender unless specifically requested to do so in sections A - J. However, we may ask you for these later. You may also be asked to clarify your answers or provide more details.

Your organisation will only be evaluated based on the information in your tender. Note that if you do not mention any previous experience of working with us in your reply we cannot take this into account. Please do not send any information that is general company or promotional literature, as this will not form part of our evaluation. Any additional documents you provide must refer to a question within the ITT and be easily identifiable as the answer.

4.3 Costs

All costs associated with participating in this process remain your responsibility. We will not return any part of your completed tender to you.

4.4 Right to cancel or vary the process

We reserve the right to cancel or withdraw from the selection and evaluation process at any stage.

4.5 Confidentiality

You must treat all information we supply to you in confidence and do not disclose it to third parties, unless you need to obtain sureties or quotations for submitting your response.

The Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments about public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, the Government has made the following commitments for procurement and contracting, note procurement is devolved to Scottish Administrations, so some of these requirements are not UK-wide at this time.

- All new central government tender documents for contracts over £10,000 are to be published on a single website from September 2010, and this information will be made available to the public free (except for contracts concluded in Scotland exclusively).
- New items of central government spending over £25,000 to be published online from November 2010.
- All new central government contracts with a value greater than £10,000 are to be published in full on a single website from January 2011, and this information will be made available to the public free (except for contracts concluded in Scotland exclusively).

Bidders and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new government contract, as a public sector organisation, we will publish that contract. In some circumstances, some information will be made unreadable before they are published so we comply with existing law and for protecting national security.

As part of the tendering process, when submitting your bids, you should identify which pieces of information you regard as being sensitive and would not want published. We will then assess this information (along with the rest of the contract) against the exemptions set out by the Freedom of Information Act when considering which contractual information should or should not be published.

4.6 Consortia arrangements

If you are bidding as a consortium, you must provide the following information:

- full details of the consortium; and
- the information sought in this ITT for each of the consortium's constituent members as part of a single complete response.

You should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If as a consortium you are not proposing to form a corporate entity, please provide full details of alternative proposed arrangements in the Annex. However, please note we reserve the right to require a successful consortium to form a single legal entity under Regulation 28 of the Public Contracts Regulations 2006.

We recognise that arrangements about consortia may (within limits) be subject to future change. You should therefore respond in the light of current arrangements. We remind you that you must tell us about any future proposed change to your consortia so we can make a further assessment by applying the selection criteria to the new information you provide.

4.7 Sub-contractors

Where you propose to use sub-contractors, please give all information we ask for about the prime contractor. Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company or organisation name) the composition of the supply chain, showing which member of the supply chain will be responsible for the elements of the requirement.

We recognise that arrangements about sub-contracting may change. However, you need to remember that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect your ability to proceed with the procurement process or to provide the goods and, or, services.

4.8 Tender validity

All details of the tender, including prices and rates, must be valid for 90 days from receipt of tender.

4.9 Language

The completed tender and all accompanying documents must be in English.

4.10 Applicable Law

Any framework agreement concluded as a result of this ITT will be governed by English law.

4.11 Pricing

All prices will be in sterling and exclusive of VAT.

4.12 Additional costs

Once we have awarded the framework agreement, we will not pay any additional costs incurred which are not reflected in your tender submission.

4.13 Disclaimer

While the information in this ITT and supporting documents has been prepared in good faith by us, it may not be comprehensive nor has it been independently verified.

Neither the FC, nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:

- makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of this ITT; or
- accepts any responsibility for the information contained in the ITT or for the fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of relying on such information or any subsequent communication.

4.14 Inducements

Offering an inducement of any kind in relation to obtaining this or any other framework agreement with us will disqualify you from being considered and may constitute a criminal offence.

4.15 Contract management

If we award a framework agreement, you will have to co-operate in managing the framework agreement, and comply with the contract management requirements, as detailed in the Statement of Requirements at Section 3.

5 Evaluation

5.1 Evaluation

We will evaluate responses to the tender objectively using the evaluation matrix at Section 5.5.

5.2 Gateways

Some questions in the tender are known as gateways and are fundamental requirements of the framework agreement.

If any of these questions are not answered appropriately, we may reject submissions in full and will not evaluate any further questions.

5.3 Specific questions

To make sure the relative importance of the questions is correctly reflected in the overall scores, we have applied a weighting system to each section of the tender.

The marks allocated for each question will be multiplied by the relevant weighting as shown for each section.

5.4 Award

Once we have carried out the evaluation and identified the successful tenderer(s), we will tell all tenderers in writing by email of our intention to award.

5.4.1 Standstill Period

We will apply a standstill period of 15 days minimum between the notification of intention to award, and the start of the framework agreement.

5.4.2 Debriefing

We will give **all bidders** the opportunity of a debriefing. Please tell us in writing as soon as possible if you want a debriefing. We provide a formal debrief within 15 calendar days of receiving a request.

5.5 Evaluation matrix

Section	Title	Weight	Agreed Marking Criteria
A	Form A – Organisation and Contact Details	Mandatory Question A19 – Pass/Fail	Completion of this Section is mandatory and is for our information purposes. We may confirm company identity and basic details with external bodies. You must either be able to answer 'no' to the question posed, or if answering 'yes' have provided an explanation which is acceptable to the Forestry Commission. If you answer 'yes' to the question and do not provide an explanation, or if the explanation you provide is deemed unacceptable, you will fail this section.
A	Form B – Grounds for Mandatory Rejection	Pass/Fail	If you cannot answer 'no' to each of questions (a) to (f) and 'yes' to each of questions (g) to (j) in this section it is very unlikely that your application will be accepted and you should contact us for advice before completing this form.
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 any past conduct or problem has been resolved and that steps have been taken to prevent its recurrence. If we are satisfied that this is the case you will pass this section.
B	Financial	Pass/Fail	You must be able to provide at least one of the items of financial evidence set out in section B. The key objective is for us to analyse your financial position and determine the level of risk that it would present to us – having regard to the requirement and value, criticality, and the nature of the market.
C	Health and Safety	Pass/Fail	You must provide the information we have requested in Section C.
D	Insurance Details	Pass/Fail	You must have the required levels of insurance as requested in section D. If you do not have these, you must confirm that you will get them, if successful, before the framework agreement start date. If you cannot confirm this, you will fail this section.
E1	<u>Specific Questions:</u>	Pass/ Fail	Show evidence of Full Membership of UKCMA - The United Kingdom Crowd Management

	Show evidence of official accreditation as specified		Association (UKCMA) and SIA's Approved Contractor scheme
E2	<p><u>Specific Questions:</u></p> <p>How will your company ensure a safe and enjoyable event for customers while maintaining a safe and secure environment for your staff, FC staff, other contractors and artists?</p> <p>How will you provide suitable security site supervisors and managers? What would you consider to be the key skills and experience they require? What is the contingency plan if designated site supervisors or manager are unwell/unavailable?</p>	<p><u>Weight:</u></p> <p>15%</p>	<p>The following evaluation system will be applied:</p> <p>0 – No response or totally inadequate No response or an inadequate response.</p> <p>1 – Major Reservations/Constraints 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 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>
E3	<p>Describe how your recruitment procedure ensures high quality competent staff. How does staff training ensure awareness of and compliance with your method statements? What action will be</p>	<p>15%</p>	
E4		<p>10%</p>	

<p>E5</p>	<p>taken on site if staff fail to meet the required standard or comply with method statements?</p> <p>Describe how at each forest venue staff will be familiarised with key locations, local information and local FC staff. How will this information be communicated to staff and understanding checked?</p>	<p>10%</p>	
<p>E6</p>	<p>How will you vary the service you provide according to the specific characteristics of venues and local audience or specific artists and their fans? Will you be able to make changes at short notice if the promoters requirements change?</p>	<p>10%</p>	
<p>F</p>	<p>Pricing Schedule</p>	<p><u>Weight</u> 40%</p>	<p>The total price from each bidder will be evaluated using the 'standard differential method' – each bidder receives 100% of the available marks less the percentage by which their tender is more expensive than the lowest; with 4 being the maximum score achievable.</p>
<p>G</p>	<p>Terms and Conditions</p>	<p>Pass/Fail</p>	<p>You must accept our terms and conditions. We will discuss any issues you highlight before any award.</p>
<p>H</p>	<p>References</p>	<p>Pass/Fail</p>	<p>You must provide references relevant to the</p>

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			subject of this framework agreement. You should provide the number of references shown in Section H. We will consider accepting a lower number depending on how long you have been in business. When checking references, we will be looking to confirm that the framework agreement has been carried out on time, to budget and to specification.
I	Declaration	Pass/Fail	Signed declaration provided with no exceptions identified.
J	Certificate of Bona Fide Tender	Pass/Fail	Signed certificate provided with no exceptions identified.

5.6 Your Response

In order to submit a bid for this requirement you must complete and return the following sections to the address detailed at Section 2.4 by the time and date detailed in the timetable at Section 2.1.

Part A – Form A: Organisation and Contact Details

Part A – Form B: Grounds for Mandatory Rejection

Part A – Form C: Grounds for Discretionary Rejection

Part B – Financial

Part C – Health and Safety

Part D – Details of Insurance Policies

Part E – Specific Questions

Part F – Pricing Schedule

Part G – Terms and Conditions of Contract

Part H – References and evidence of work of a similar nature

Part I – Declaration

Part J – Certificate of Bona Fide Tender

Part A – Form A - Organisation and Contact Details

Weighting: Completion of this Section is mandatory		
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)	

Weighting: Completion of this Section is mandatory			
Organisation Details			
	Question	Your Answer	
	where appropriate) employ relevant to the carrying out of services and, or, delivery of goods similar to those required under this framework agreement?		
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 framework agreement, for example if any of those involved with the framework agreement share private interests with anyone within the FC. Examples include, 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 services required 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	

Weighting: Completion of this Section is mandatory		
Organisation Details		
	Question	Your Answer
If you 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	

Questions below for completion by Non UK Business Only

A18a	<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>	
A18b	<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>	

Tax Compliance			
A19	<p>Have your organisation’s tax affairs given rise to a criminal conviction for tax related offences which are unspent, or to a penalty for civil fraud or evasion; and/or have any of your organisation’s tax returns submitted on or after 1 October 2012 been found to be</p>	No	Yes

	<p>incorrect as a result of:</p> <ul style="list-style-type: none"> a) HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or b) A tax authority in a jurisdiction in which the supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or c) the failure of an avoidance scheme which the supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established? 		
<p>If answering 'yes' to question A19 above you should provide details of any mitigating factors that you consider relevant and that you wish us to take into consideration. This could include for example:</p> <ul style="list-style-type: none"> ➤ Corrective action undertaken by you to date; ➤ Planned corrective action to be taken; ➤ Changes in personnel or ownership since the OONC; or ➤ Changes in financial, accounting, audit or management procedures since the OONC. <p>In order to consider any factors raised by you, we will find it helpful to have the following information:</p> <ul style="list-style-type: none"> ➤ A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" e.g. whether HMRC or the foreign tax authority has challenged pursuant to the GAAR, the "Halifax" abuse principle etc. ➤ Where the OONC relates to a DOTAS, the number of the relevant scheme. ➤ The date of the original "non-compliance" and the date of any judgement against the supplier, or date when the return was amended. ➤ The level of any penalty or criminal conviction applied. <p>Please use the box below to provide details if appropriate, and expand as necessary.</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 cannot answer 'no' to each of questions (a) to (f) and 'yes' to each of questions (g) to (j) in this section it is very unlikely that your application will be accepted 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) theft, fraud and wilful imposition, embezzlement, robbery, forgery, reset (including reset as defined in Section 51 of the Criminal Law (Consolidation) (Scotland) Act 1995), perjury or any of the following offences as defined by the legal systems in each of the constituent parts of the United Kingdom, namely:	
(aa) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;	
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption;	
(c) the offence of bribery, where the offence relates to active corruption;	
(ca) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	
(d) fraud, where the offence relates to fraud affecting the European Communities' financial interests of the European Communities as defined by Article 1 of the Convention on the protection of the financial interests of the European Union, within the meaning of:	

<p>(i) the offence of cheating the Her Majesty’s Revenue and Customs including (but not limited to) a “Revenue and Customs offence” in terms of Section 23A, sections 23B to 23P and 26A of the Criminal Law (Consolidation) (Scotland) Act 1995.</p>	
<p>(ii) the offence of conspiracy to defraud;</p>	
<p>(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;</p>	
<p>(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;</p>	
<p>(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;</p>	
<p>(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;</p>	
<p>(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;</p>	
<p>(viii) fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006; or</p>	
<p>(ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;</p>	
<p>(x) counterfeiting or falsifying a specified monetary instrument with the intention that it be uttered as genuine; or having in his or her custody or under his or her control, without lawful authority or excuse anything which was and which he or she knew or believed to be a counterfeited or falsified specified monetary instrument or any machine, implement or computer programme or any paper or other material which to his or her knowledge was specifically designed or adapted for the making of a specified monetary instrument, contrary to Section 46A(1) or</p>	

<p>(2) of the Criminal Law (Consolidation) (Scotland) Act 1995.</p>	
<p>(xi) having in her or her possession or under his or her control an article for use in or in connection with the commission of fraud or making, adapting, supplying or offering to supply an article knowing that the article is designed or adapted for use in or connection with the commission of fraud or intended the article to be used in or in connection with the commission of fraud contrary to Section 49(1) and (3) of the Criminal Justice and Licensing (Scotland) Act 2010;</p>	
<p>(xii) being involved in serious organised crime contrary to Section 28 of the Criminal Justice and Licensing (Scotland) Act 2010; or committing an offence aggravated by a connection with serious organised crime in terms of Section 29(2) of the Criminal Justice and Licensing (Scotland) Act 2010; or committing an offence by directing another person to commit a serious offence or to commit an offence aggravated by a connection with serious organised crime or by directing another person to direct a further person to commit a serious offence or an offence aggravated by a connection with serious organised crime, contrary to Section 30(1) and/or (2) of the Criminal Justice and Licensing (Scotland) Act 2010 or failing to report a serious organised crime, in contravention of Section 31 of the Criminal Justice and Licensing (Scotland) Act 2010.</p>	
<p>(xiii) knowing or suspecting that an investigation under Section 28 of the Criminal Law (Consolidation) (Scotland) Act 1995 was being carried out or was likely to be carried out and falsifying, concealing, destroying or otherwise disposing of or causing or permitting falsification, concealment, destruction or disposal of documents which he/she knew or suspected or had reasonable grounds to suspect were or would be relevant to such an investigation contrary to Section 29(1) of the Criminal Law (Consolidation) (Scotland) Act 1995.</p>	
<p>(xiv) committing any of the offences against the administration of justice listed in Schedule 2 "Offences against the Administration of Justice: Article 70" to the International Criminal Court (Scotland) Act 2001 (which relate to giving false testimony when under an obligation pursuant to</p>	

<p>article 69, paragraph 1, to tell the truth, presenting evidence that he/she knew was false or forged, corruptly influencing a witness, obstructing or interfering with the attendance or testimony of a witness, retaliating against a witness for giving testimony or destroying, tampering with or interfering with the collection of evidence, impeding, intimidating or corruptly influencing an official of the court for the purpose of forcing or persuading the official not to perform, or perform properly, his or her duties, retaliating against an official of the court on account of duties performed by that or another official or soliciting or accepting a bribe as an official of the court in connection with his or her official duties).”</p>	
<p>(e) money laundering within the meaning of section 340(11) of the proceeds of Crime Act 2002;</p>	
<p>(ea) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or</p>	
<p>(eb) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or</p>	
<p>(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.</p>	
<p>Are the following true of your organisation?</p>	
<p>(g) the bidding organisation comply with the requirements of the Health and Safety at Work Act 1974, as amended.</p>	
<p>(h) The bidding organisation confirm their acceptance of the mandatory requirements for publication of tender documents and contracts as set out in the Government Transparency Agenda.</p>	
<p>(i) The bidding organisation accepts that while the information in this ITT and supporting documents has been prepared in good faith by the Forestry Commission (FC), it may not be comprehensive nor has it been independently verified. Neither the FC, nor their advisors, nor their respective directors, officers, members, partners, employees, other staff</p>	

<p>or agents makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of this ITT; or accepts any responsibility for the information contained in the ITT or for the fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of relying on such information or any subsequent communication.</p>	
<p>(j) The bidding organisation confirm that this is a <i>bona fide</i> tender, intended to be competitive, and that they have not:-</p> <ul style="list-style-type: none"> a) fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement, whether in writing or otherwise, with any other person irrespective of whether or not that other person is also a bidding organisation in respective of this tender; b) worked with any person in the preparation of the tender, irrespective of whether or not that person is also a bidding organisation in respect of this tender, save to the extent that (i) the work and involvement of that other person is made manifestly clear and acknowledged in the body of the tender and (ii) in the reasonable opinion of the Forestry Commission the acknowledged work does not amount to collusion and c) exchanged information with any of the other bidding organisations in respect of this tender save to the extent that (i) the exchange of information is made manifestly clear and acknowledged in the body of the tender and (ii) in the reasonable opinion of the Forestry Commission the acknowledged exchange of information does not amount to collusion. 	

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. We will take into account the information you provide when considering whether you will be able to continue with this procurement exercise.

We are also entitled to exclude you in the event you are guilty of serious misrepresentation in providing any information referred to within Regulations 24 or 25 of the Public Contracts (Scotland) Regulations 2012 or Regulations 24 or 25 of the Public Contracts Regulations 2006 (as amended from time to time) or you fail to provide any such information requested by us.

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 a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has 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>	
<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>	
<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</p>	

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?	
(d) Any of the senior personnel have been involved (in a similar position) in any company which has gone into insolvent liquidation, voluntary arrangement, receivership or administration or been declared bankrupt.	
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; or	
(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;	
e) and/or any or your contractors had a gangmasters licence refused or revoked for any reason in the past; and	
f) had a contract cancelled, or not renewed, for failure to perform nor been the subject of a claim (contractual or otherwise) based upon a failure of quality in design, work, materials or services within the last three years.	

Please state within the box below if there are any specific areas of questioning in this section with which you cannot comply. Please note that this may invalidate your submission, but you should provide details that will enable the Forestry Commission to decide whether to let you progress further in the process, should the reasoning be satisfactory when it applies to one of the discretionary exclusion conditions.

Part B – Financial

Economic and Financial Standing Regulation

Bidder’s responses to Part B will be used to undertake an assessment of your organisation’s economic and financial standing. You will be contacted by us if this assessment identifies that a parent or other type of guarantee is required.

Weighting: This is a Gateway Section (Pass/Fail)		
B1	Please indicate which one of the following you would be willing to provide:- (please indicate which one by ticking the relevant box)	
	A copy of your audited accounts for the most recent two years.	
	A statement of your turnover, profit and loss account and cash flow for the most recent year of trading.	
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	
	Alternative means of demonstrating financial status if trading for less than a year.	

Part C – Health and safety

This section allows us to assess your competency to manage 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	<p>Please provide details of how you manage health and safety at work. Your responses should include:</p> <ul style="list-style-type: none"> • basic statement on safety awareness; • organisational structure; • nominated advisor or consultant for health and safety; • use of supervisory visits; • processes you have to make sure staff are up to date on health and safety requirements; and • details of how you monitor this. 		

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Risk assessment

4	<p>Please provide examples of the method statements you have applied in previous contracts of a similar nature to this requirement, and explain how you have linked these to your risk assessment. Please provide example method statements for:</p> <ul style="list-style-type: none">• Gate/ entrance – ticket and bag check• Show stop• Evacuation• Pit• Drugs• Lost children• Customer care - including end of night• Artists

Health and safety advice

5	How does your organisation obtain competent health and safety advice? (Either within the organisation or externally)? Please show us you have the following or equivalent: internal safety officers, consultants, appointed person in the organisation responsible for health and safety.

Competence and qualifications

		Yes	No
6	Do the employees who will deliver the contract, if successful, receive relevant update training?		
7	Please provide details of the relevant update training that you provide to the employees who will deliver the contract. From your answer we will evaluate whether the level and frequency of training is appropriate.		

Accident records and reporting

8	How does your organisation make sure you learn from incidents or accidents and change your working practices as necessary? Please provide examples. You must provide evidence that you have a process to record accidents.
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9	How does your organisation ensure it reports under RIDDOR, where this is required? Your response should demonstrate recognition of RIDDOR reportable categories and timescales.

Working with sub-contractors

10	Please provide details of your selection process for sub-contractors either with the Forestry Commission or other organisations. This selection process should include assessment and review of their approach to risk assessment, competence and qualifications, and accident reporting and recording.

Part D – 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 E – Specific Questions

	Question	Weight %
E1	<p>Enclose evidence of compliance with the following</p> <p>Membership/Accreditation required:</p> <p>Full Member of The United Kingdom Crowd Management Association (UKCMA)</p> <p>and</p> <p>Security Industry Authority (SIA) Approved Contractor Scheme (ACS) accredited supplier.</p>	<p>Pass/ Fail</p>

	Question	Weight %
E2	How will your company ensure a safe and enjoyable event for customers while maintaining a safe and secure environment for your staff, FC staff, other contractors and artists?	15%

	Question	Weight %
E3	<ul style="list-style-type: none"> • How will you provide suitable security site supervisors and managers? • What would you consider to be the key skills and experience they require? • What is the contingency plan if designated site supervisors or manager are unwell/ unavailable? 	15%

	Question	Weight %
E4	<ul style="list-style-type: none"> • Describe how your recruitment procedure ensures high quality competent staff. • How does staff training ensure awareness of and compliance with your method statements? • What action will be taken on site if staff fail to meet the required standard or comply with method statements? 	10%

	Question	Weight %
E5	Describe how at each forest venue staff will be familiarised with key locations, local information and local FC staff. How will this information be communicated to staff and understanding checked?	10%

	Question	Weight %
E6	<p>How will you vary the service you provide according to the specific characteristics of venues and local audience or specific artists and their fans? Provide evidence of this with examples.</p> <p>Will you be able to make changes at short notice if the promoters requirements change? Provide evidence of this with examples.</p>	10%

Part F – Pricing schedule

		Weight %
F1	Please provide details of your pricing per venue in the schedules provided	40%
Site		Cost
Bedgebury Pinetum (2 nights)		
Cannock Chase Forest (3 nights)		
Dalby Forest (3 nights)		
Delamere Forest (3 nights)		
Sherwood Pines (3 nights)		
Thetford Forest (4 nights in one weekend)		
Westonbirt Arboretum (6 nights in two weekends)		
Other costs e.g. planning, attending meetings, admin		
Total price for the complete service in 2015		

The total price in the table at F1 will be the figure used for the purpose of evaluation.

The information requested within table F2 will be used as benchmark data to inform any amendments to costs in year 1 of the contract (should changes to personnel be required). It will also be used to agree the cost of any events taking place in future years of the Framework, should extension(s) be granted.

F2					
	<p>Please provide cost breakdown per staff member per hour.</p> <p>This information is required to inform price increases over the life of the contract.</p>				
Cost breakdown per staff member per hour	Wage costs (£)	Training (£)	Travel and Accommodation (£)	Other costs (£) (See note below)	Total cost per hour (£)
Site Manager					
Site Supervisor					
SIA accredited staff member					
Event steward					
Add other categories of staff as necessary:					

Other costs: These should specify other costs which are included in the hourly rate and should include provision for management fees, margins and any other costs that will be recovered through the rates. They do not need to be broken down at this stage.

Part G - Terms and conditions of contract

This ITT, and any framework agreement arising from it, will be subject to the latest version of our [terms and conditions](#) for non-operational services.

The successful Tenderer’s usual terms and conditions are not, and shall not, become terms and conditions of any framework agreement that we may award as a result of this ITT.

		Yes	No
G1	Do you accept the FC’s Terms and Conditions of Contract as detailed above?		
G2	If no, please provide details of any specific areas that you have an issue with. Please note that failure to agree to our Terms and Conditions of Contract may invalidate your tender submission.		

Part H – References and evidence of previous work of a similar nature

Weighting: This is a Gateway Section (Pass/Fail)	
	<p>Please provide details of up to three contracts from either or both the public or private sector, that are relevant to our requirement. Contracts for the supply of goods or services should have been performed during the past three years. Works contracts may be from the past five years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them).</p> <p>Note that where possible referees should not be linked to the FC and that we may contact your referees without telling you again.</p>
H1	Reference 1
	Organisation name:
	Customer contact, name, phone number and email
	Contract Start date, contract completion date and contract value
	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.
F1	Reference 2
	Organisation name:
	Customer contact, name, phone number and email
	Contract Start date, contract completion date and contract value

Framework Agreement-Open ITT

	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.	
F1	Reference 3	
	Organisation name:	
	Customer contact, name, phone number and email	
	Contract Start date, contract completion date and contract value	
	Brief description of contract (max 150 words) including evidence as to your technical capability in this market.	
If you cannot provide at least one example, please briefly explain why (100 words max)		

Part I – Declaration

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

I declare that to the best of my knowledge the answers submitted in this ITT 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 the Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITT if there is a failure 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 J – Certificate of *bona fide* tendering

Weighting: You must complete this section.

Tender No: MUSIC/103/15/01
Due for Return by: 5 December 2014, 14:00
Subject: Security and Stewarding at Forest Live outdoor concerts
2015 to 2018

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 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: _____

Address: _____

Contact Tel: _____ Email: _____