

Notes for Suppliers

The purpose of this questionnaire is to assist The Forestry Commission in deciding which suppliers to short-list to invite to tender for Support for Cooperative Models for Woodfuel Supply.

In order to simplify this process, you don't need to provide supporting documents, for example, accounts, certificates, statements or policies with this questionnaire, unless requested. However, the Forestry Commission may ask to see these documents at a later stage. You may also be asked to clarify your answers or provide more details.

Please answer every question. If the question does not apply to you please write **N/A (not applicable)**; if you don't know the answer please write **N/K (not known)**.

"Authority" means the purchasing organisation that is seeking to award a contract.

Completed PQQs must be submitted as follows:

- a) By post or by hand;
- b) Two paper copies; and
- c) Please send one copy on disk or USB-type storage device

Please return this form to:

Russell Collins
Forestry Commission Scotland
231 Corstorphine Road
Edinburgh
EH12 7AT

Not later than: 17.30 on Thursday, 27th May 2010

If you have any queries about this form please contact:

Rebecca Carr

0131 314 6398

rebecca.carr@forestry.gsi.gov.uk

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

Phase	Estimated Date for Completion
PQQ return date	27 th May 2010
Invitation to Tender (ITT) issued	11 th June 2010
Tender Return	9 th July 2010
Interview Stage (if appropriate)	19 th July 2010
Award Contract	23 rd July 2010

This is a two stage process and following assessment of the PQQs, a minimum of three to a maximum of 5 bidders will be invited to tender.

Contract Type & Term of Agreement

This contract will be issued by Forestry Commission Scotland under the **Regional Biomass Advice Network (RBAN)** project, in partnership with Scottish Government, Scottish Enterprise and Forestry Research. RBAN is part-funded by the European Regional Development Fund.



Forestry Commission Scotland
Coimisean na Coilltearachd Alba


The Scottish Government


EUROPE & SCOTLAND
European Regional Development Fund
Investing in your Future



Scottish Enterprise



Forest Research



The Forestry Commission (FC) will be awarding this contract as a direct agreement awarded to one or more suppliers, who are able to provide support for the development of cooperative models for the production and supply of woodfuel in Lowlands & Uplands Scotland

It is anticipated that the Contract will commence on 23rd July 2010 for an initial period of one year with an option to extend for a further three months.

The work is funded through the Regional Biomass Advice Network.

Background

Small-scale production and supply of woodfuel can be economic and deliver a number of benefits. However, scale can limit access to resources, ie woody material, which may be insufficient to provide a long-term reliable supply and limit access to markets as an individual supplier may not be able to provide sufficient guarantees or level of service to the customer.

Cooperative models are common in mainland Europe where the woodfuel market is well developed. In some cases, cooperatives of farmers who have the raw material have formed Energy Services Companies which own, maintain and supply heating systems. There has been a lack of development of producer groups in Scotland, with very limited uptake of support for producer group set up costs.

Barriers to development of cooperative working in woodfuel supply are:

- A lack of knowledge of the potential market opportunities to encourage investment of the capital and time to set up producer groups.
- A lack of experience in the woodfuel sector of different types of models of cooperation, from machinery rings to producer groups.
- A lack of time and resources, particularly in small rural enterprises to develop the networks, identify market opportunities and build up a cooperative group.

As a result of increasing demand, concerns over supply availability are impacting on consumer confidence, so increase the resource availability is important. Cooperation amongst small-scale producers could bring economies of scale which allow them to bring resources to market and potentially develop their own woodfuel supply business.

Scope of Supply

The successful tenderer will deliver a number of key outputs:

- Identify cooperative working models ranging from basic collaborative production and delivery of wood fuel into the supply chain, through to vertically integrated energy supply services.

- Identify emerging market opportunities including the supply of round wood into larger-scale supply chains, the supply of processed woodfuel (logs and chips) as well as the delivery of comprehensive heat supply contracts.
- Work with up to five identified groups in Lowlands & Uplands Scotland to develop case studies, ascertain their requirements and potential market opportunities
- Identify and work with agencies involved in provision of support and advice to the agricultural, forestry and renewable energy sectors to ensure effective dissemination of information.
- Develop specimen documentation (e.g business plans and contracts) for each of the identified models which will be disseminated through RBAN and other advisory services such as Farm Business Advisors
- Develop a network of potential cooperatives/producer groups and support them through signposting, networking and sharing of knowledge and experience.
- Attend regular meetings with the RBAN Steering Group to report on progress.

1	BASIC DETAILS OF YOUR ORGANISATION	
1.1	Name of the organisation in whose name the tender would be submitted:	
1.2	Contact name for enquiries about this bid:	
1.3	Contact position (Job Title):	
1.4	Address: Post Code:	
1.5	Telephone number:	
1.6	Fax number:	
1.7	E-mail address:	
1.8	Website address (if any):	
1.9	Company Registration number (if this applies):	
1.10	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
1.11	Date of Registration:	
1.12	Registered address if different from the above: Post Code:	
1.13	VAT Registration number:	
1.14	Is your organisation: (Please tick one)	i) a public limited company?
		ii) a limited company?
		iii) a partnership
		iv) a sole trader
		v) other (please specify)

1.15	Name of (ultimate) parent company (if this applies):	
1.16	Companies House Registration number of parent company (if this applies):	
1.17	<i>Construction and related businesses only:</i> Are you registered with Constructionline? If "Yes", what is your registration number?	Yes/No

2	FINANCIAL INFORMATION		
2.1	What was your turnover in the last two years (if this applies)?	£ for year ended --/--/----	£ for year ended --/--/----
2.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes/No	
2.3	If "No" what were the reasons, and what has been done to put things right?		
2.4	Has your organisation met all its obligations to pay its creditors and staff during the past year?	Yes/No	
2.5	If "No" please explain why not:		
2.6	What is the name and branch of your bankers (who could provide a reference)?	Name:	
		Branch:	

		Contact details:
2.7	If asked, would you be able to provide at least one of the following?	
	A copy of your most recent audited accounts (for the last two years if this applies)	Yes/No
	A statement of your turnover, profit & loss account and cash flow for the most recent year of trading	Yes/No
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Yes/No

3	BUSINESS ACTIVITIES	
3.1	What are the main business activities of your organisation? Please include any sub-contractors you intend to use to carry out this contract.	
3.2	How many staff does your organisation have? (If you are a sole trader, please say so) In this section you should detail if you are going to sub-contract any element of this contract and why this is appropriate.	

	REFERENCES		
4	Please provide details of three recent contracts that are relevant to the Authority's requirement. Where possible at least one should be from the public sector. If you cannot provide three references, please explain why. At least one reference provided should represent a completed project/contract		
		Reference 1	Reference 2
			Reference 3

4.1	Customer Organisation (name):			
4.2	Customer contact name and phone number:			
4.3	Date contract awarded:			
4.4	Contract reference and brief description:			
4.5	Value:			
4.6	Date contract was completed:			
4.7	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes /No		
4.8	If "Yes", please give details:			

5	INSURANCE	
	Please provide details of your current insurance cover	Value up to and including
5.1	Employer's Liability:	£
5.2	Public Liability:	£

5.3	Other (please provide details):	£
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6	QUALITY ASSURANCE	
6.1	Does your organisation hold a recognised quality management certification for example BSIEN/ISO 9000 or equivalent?	Yes/No
6.2	If you have responded no to 6.1 please state how your organisation manages quality.	

7	HEALTH & SAFETY	
7.1	Does your organisation have a written health and safety at work policy? <i>(see notes at end of questionnaire)</i>	Yes/No
7.2	Does your organisation have a health and safety at work system*?	Yes/No
7.3	If "No", to either of the above please explain why:	

8	DIVERSITY/EQUAL OPPORTUNITIES POLICY	
	Does your organisation have a written diversity/equal opportunities policy, to avoid discrimination?	Yes/No

9	SUSTAINABILITY POLICY AND/OR AN ENVIRONMENTAL MANAGEMENT SYSTEM	
	Does your organisation have any of the following?	
a)	Sustainability Policy	Yes/No
b)	Environmental Management System	Yes/No
c)	Other, please explain	

	If you have answered no to 9a, b or c please state how your organisation minimises its effects on the environment and when/if a formal policy will be available in the future.	
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10	PROFESSIONAL AND BUSINESS STANDING	
	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?	
10.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes /No
10.2	Has been convicted of a criminal offence related to business or professional conduct	Yes /No
10.3	Has committed an act of grave misconduct in the course of business	Yes /No
10.4	Has not fulfilled obligations related to payment of social security contributions	Yes /No
10.5	Has not fulfilled obligations related to payment of taxes	Yes /No
10.6	Is guilty of serious misrepresentation in supplying information	Yes /No
10.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes /No
10.8	If the answer to any of these is "Yes" please give brief details below, including what has been done to put things right.	

11	REQUIREMENT SPECIFIC QUESTIONS	
11.1	Q Please outline your experience of working with or developing cooperative businesses / producer groups.	A

11.2	Q Please outline relevant experience in the forestry, agricultural and/or renewable energy sectors, particularly woodfuel supply.	A
11.3	Q Please outline your capacity to provide support across the whole of the Lowlands & Scotland Scotland area (including the Borders, Ayrshire, Central Scotland and Grampian).	A
11.4	Q Please outline relevant business development/advisory experience.	A

12	I declare that to the best of my knowledge the answers submitted in this PQQ (and any supporting modules) are correct. I understand that the will be used in the evaluation process to assess my organisation's to be invited to tender for the Authority's requirement.	
	FORM COMPLETED BY	
12.1	Name:	
12.2	Position (Job Title):	
12.3	Date:	
12.4	Telephone No:	
12.5	Signature:	

Notes:

"system" means processes and procedures to ensure that the subject is properly managed. This includes making sure that legal requirements are met.

Health and Safety Policies

Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement.

A Health and Safety Policy usually consists of three distinct sections namely:

General Policy Statement - a short statement outlining the organisation's commitment to Health and Safety, *signed and dated* by the senior organisation official (for example, the Managing Director).

Organisation - how the organisation addresses health and safety; lines of communication between managers and staff; and any specific duties/responsibilities assigned within the organisation - this should be relatively straightforward for smaller organisations.

Arrangements - the systems and procedures in place for ensuring employees' health and safety at work