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Recreation and Public Affairs Assistant  
Alison Leyshon

February 2015

Dear Sirs

**INVITATION TO TENDER (ITT) FOR Traffic Management Barrier System at Dalby Forest**

**REF NO: DFTMS2014**

You are invited to submit a tender for the supply of the above to the Forestry Commission.

Please send your completed tender and any enquires about this invitation to:

Alison Leyshon  
England National Office  
620 Bristol Business Park  
Coldharbour Lane  
Bristol  
BS16 1EJ  
Tel: 0300 067 4047  
Email: [alison.leyshon@forestry.gsi.gov.uk](mailto:alison.leyshon@forestry.gsi.gov.uk) (Email address provided for enquiries only)

Send completed tenders 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 we do not accept fax or email copies.

Please mark the envelope with the initials "ITT for Traffic Management Barrier System at Dalby Forest - Not to be opened until 1pm 2nd April 2015"

We must receive your completed tender by **1pm 2nd April 2015** We will keep tenders that we receive earlier and not open them until after the deadline. We reserve the right to not consider any tenders received after the deadline. Please be aware that we may copy your documents, but only for our own use.

Please send all enquiries in writing or by email, by the deadline stated in the tender timetable, quoting the contract reference number stated above. 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.

This ITT is a modular document and you will only be supplied with the modules that are required to complete this tender. The document is made up of modules labelled A to D. (See table on Page 4 of this ITT)

All tenders will be evaluated objectively as detailed in the Evaluation Matrix within this ITT document.

You must follow these instructions:

- i. Any contract concluded as a result of this ITT shall be governed by English Law and the Forestry Commission's Standard Terms and Conditions of Contract for **Conditions of Contract for the Purchase of Goods (and any related Services)** and any additional terms specified as attached to this ITT, will apply. Your terms will not apply.
- ii. You must accept our terms and conditions as follows: [Forestry Commission Standard Terms and Conditions](#) for **Conditions of Contract for the Purchase of Goods (and any related Services)** We will discuss any issues you highlight before any award. If you wish to qualify our Terms and Conditions in any way, you must append a description of the requested changes to your tender. Note that this may invalidate your submission if the Forestry Commission is unable to accept these proposed changes.
- iii. Your tender and all accompanying documents are to be in English.
- iv. All prices must be in sterling and exclusive of VAT.
- v. Costs remain the responsibility of those submitting a tender.
- vi. We will not return any part of the documents forming your tender.
- vii. We reserve the right to cancel or withdraw from the process at any stage.
- viii. We do not undertake to accept the lowest priced tender, or part, or all of any tender.
- ix. All information supplied to you by us must be treated in confidence and not disclosed to third parties.
- x. All details of your tender, including prices and rates, must be valid for our acceptance for a period of 90 days.
- xi. Once we have awarded the contract, we will not accept any additional costs incurred which are not reflected in your tender.
- xii. Offering an inducement of any kind for obtaining this or any other contract with us will disqualify your tender and may constitute a criminal offence.
- xiii. You do not need to provide supporting documents, certificates, statements or policies with your tender unless specifically requested to do so. However, we may ask you for these later. You may also be asked to clarify your answers or provide more details.
- xiv. Your organisation will only be evaluated based on the information in your tender. 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.

- xv. We have not asked for financial details in this document; however we reserve the right to carry out checks if we think it is necessary.

Yours faithfully

Alison Leyshon  
Recreation and Public Affairs Assistant

## 1. ITT Composition

This ITT comprises of the following documents:

Module	Description	Action Required
A	Letter including Tender Instructions	For Information Only
	1. ITT Composition	For Information Only
	2. ITT Timetable and Associated Stages	For Information Only
	3. Statement of Requirements	For Information Only
	4. Evaluation Matrix	For Information Only
	5. Lots	Not Applicable
	6. Organisation Details	Complete & Return
	7a. Specific Gateway Questions	Complete & Return
	7b. Specific Award Questions	Complete & Return
	8. Pricing	
	9. Declaration	
		Pexton and Eberston location map
B	References	Complete & Return
C	Financial Information	Not Used
D	Health & Safety	Complete & Return

Module A is the core document and will require to be completed and returned.

Only additional Modules marked 'Complete & Return' will require to be completed for this opportunity.

Any Modules marked 'Not Used' will not have been sent to you for completion.

## 2. ITT Timetable and Associated Stages

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.

<b>Stages</b>	<b>Dates</b>
Date(s) of site visits by bidders to FC site	10am 2nd March 2015
Closing date and time for enquiries	1pm 26th March 2015
<b>Tender Return Date and Time</b>	1pm 2nd April 2015
Expected Notification of Intent to Award	Friday 10th April 2015
End of Standstill Period	27th April, 2015
Expected Start Date	End May 2015 – June 2015

### Site Visits

Site visits will take place on the date and time specified in the timetable above and bidders should contact the person named in the covering letter to arrange this.

### 3. Statement of our Requirements

We will be awarding a contract for the supply and installation of a barrier traffic management system for Dalby Forest in North Yorkshire.

Our intention is to award this contract in April 2015 and expect the system to be up and running in July 2015.

The total value of this contract over the entire period, including any extension options, will be in the region of £150,000.

#### Background information

Forestry Commission England operates over 40 different chargeable car parks. These car parks are largely rurally based ranging from small gravelled car parks to more formal ones which hold hundreds of cars. The FC works hard to maintain high levels of customer care for visitors and believes strongly that the visitor journey from the moment they arrive at the forest gate is as smooth and trouble free as possible. Naturally this extends to the act of paying for car parking which we believe should be as easy and as flexible as possible.

Dalby Forest is situated on the outskirts of Pickering in North Yorkshire. It offers 3500 acres of woodland providing play areas for children, barbeque areas for families, walking trails for all abilities and 55 miles of cycle trails. The site has a visitor centre, café, cycle hire centre, Go Ape and Dalby Activity Centre.

The site has a road (owned by the FC) which runs for 9 miles through the forest and is accessed at either end by visitor vehicles. The two entrances (Pexton and Ebberston) are used for both entry and exit. Visitors can enter by one end and leave by the other or enter and leave by the same entrance. Currently payment for car parking is made on entrance at a manned booth or, when closed, via a pay and display machine at both entrances.

There are around 12 separate car parks leading off from this forest road including the main car park next to the visitor centre. There are approximately 1500 spaces across all the car parks. Last year there were over 50,000 paying vehicles accessing Dalby Forest. During August 100 cars per hour have been observed entering the site between 9-10am which rises to 700 cars between 11am and 12 noon. During peak trading times such as event days and bank holidays this can increase further.

Currently Dalby charges are at a flat rate

Cars:                March to October £7 or £4 after 4pm  
                          November to February £4

Mini-buses £15

Coaches £30 (must book in advance)

The plans included in this document show the intended layout of the barrier system (See Pexton and Ebberston location Map). There will be four fixed lanes at the Pexton entrance, two in and two out and two fixed lanes at the Ebberston entrance one in and one out. These entrances are approximately 9 miles apart and a minimum of 1.5 miles from the visitor centre. The main entrance (Pexton) will incorporate a wide access route for vehicles over 3.5m which will be a padlocked barrier.

Situated within the site are private dwellings, privately owned holiday accommodation, business partners and working farms, each of which require easy, non fee paying access. Staff, deliveries and service providers including emergency vehicles, royal mail, waste contractors, schools buses and our Discovery Pass holders (our type of season pass) will also require non fee pay access. Pexton is also used as the main access for timber activity in Dalby, such as 44ton articulated lorries.

We have submitted a planning application for this project and are currently awaiting a decision.

### **Contract Description**

We require a traffic management barrier system for Dalby Forest which captures traffic movement at both entrances with various methods for allowing access and various options for payment which is all linked to CCTV and ANPR technology. This system must be able to network across a large rural site to allow easy entry/egress at either end of the road. We also require that all barriers and pay stations are linked by intercom to a remote monitoring location (visitor centre/mobile/FC office).

The system will have back office reporting capabilities to allow the importing and interrogation of data relating to, but not exclusively, vehicle numbers, length of stay, payment option use.

### **A. Barrier system**

#### Essential requirements

1. Barriers must be able to cater for 2.7m and 3.5m lane widths and be able to regulate access for motorbikes, cars, lorries, coaches and vehicle with trailers. It must be possible to lift the barriers manually. Barriers must be able to be locked in the open position at any time including during power source failure.
2. Barriers should be designed so that there is little or no damage to vehicles upon impact, and protected underneath and at the ends to prevent injury to cyclists and pedestrians.
3. The barrier system should include the facility for magnetic strip tickets, proximity cards/fobs, multiple pin code capability, credit/debit card option at point of entry, pre-paid entry and HD ANPR technology. These should all work in conjunction with each other.
4. The system must have the ability to send data and error messages to the remote monitoring location (visitor centre/mobile/FC office).
5. There must be an intercom facility linked to the remote monitoring location (visitor centre/mobile/FC office).
6. The system must use HD ANPR technology to track entry, length of stay, payment and exit.
7. The ANPR capture rate should meet 98% capture rate for UK plates and cameras.
8. It must be NAAS (National ACPO ANPR Standards).



### Further requirements

1. All equipment installed must be suitable for long term outdoor use and easy to maintain on a daily basis by site staff. By daily maintenance we mean to keep clean, diagnose simple problems and to update screen shots.
2. Ideally it would be possible to open the barriers remotely including a mobile device.
3. In times of power source failure we would like the barrier to either automatically raise into the open position and return to the closed position once full power is restored or run from a backup emergency power source. Please state if your system would achieve either, one or both of these options and explain how.
4. Any terminals involved in the barrier system should support easy entry/egress by vehicles of varying heights and lengths including cars, vans, lorries, buses and motorbikes. In your submission please state how your system will support this.
5. Motor bikes will not be charged for access to the forest. Please state in your submission how your system will allow easy entry/egress for motorbikes.
6. CCTV and ANPR should be suitable to support effective entry/egress. In your tender response we would ask you to state how you will achieve this requirement in both situations, remembering that entry/egress could be 9 miles apart in a rural wooded location. State if your system allows for the display of CCTV and ANPR images on one or several monitors.
7. FC will require full specifications and drawings of all items to be installed for the use in planning applications. Please state if you are able to provide these.

### **B. Pay-on-foot points**

The pay-on-foot points will be sited in 3 locations around the forest. There will be one at Ebberston entrance which will offer coin, notes and card transactions, two at the Pexton entrance offering coin, notes and card payments and one at the visitor centre offering coin, notes and card payments. We may position more around the site in the future if we feel there is a demand for them. We need our pay stations to be interactive payment tools that encourage the use of cashless payment. We also need them to be easily updated preferably by site staff in terms of payment rates structures and also allow for different tariffs at different times of the year.

### Essential requirements

1. The pay-on-foot points will provide the following range of payment options:
  - Coins and notes
  - credit card or debit card - including contactless
2. We require a minimum of three coin hoppers/cash collection boxes for each of the coin and note pay terminals to be provided to allow for exchange on collection and a spare for emergencies.
3. We require that each terminal should open with a unique key, but all machines on one site should also open with one master key.
4. We require a warning signal sent to the remote monitoring location (visitor



centre/mobile/FC office) to warn when the machine is nearly full or has a fault. Please outline the specification for this.

5. Cash collection will be carried out by an external contractor, we will require that reconciliation print-outs from each pay machine are uniquely identifiable.
6. An intercom system linking the pay-on-foot points to the remote monitoring location (visitor centre/mobile/FC office) Note: some terminals will be over 5 miles from the visitor services office through wooded areas.
7. The pay on foot points must comply with Equality Act 2010 requirements, particularly in respect to use by people with disabilities. In your submission please detail how your terminals comply with this legislation.

#### Further requirements

1. All equipment installed must be suitable for long term outdoor use and easy to maintain on a daily basis by site staff. By daily maintenance we mean to keep clean, diagnose simple problems and to update screen shots.
2. We require the ability to carry out a minimal 12 month financial audit on the machine.
3. State the coin and note capacity of the collection boxes and any hoppers and tell us whether your machines can be set to varying coin and note holding capacities.
4. Provide the configuration for your pay station – we will be looking to see if coin hoppers are secure from other parts of the pay station.
5. We would prefer to supply the uniquely identifiable code for the reconciliation print outs to aid our data upload, please state if this is possible.
6. We would prefer CCTV facility on all pay on foot points, please provide your specification for the provision of CCTV cameras at pay stations.
7. Be able to take payment for the Forestry Commission Discovery Pass – see section D below.

### **C. Payment and non payment access**

Dalby Forest has visitors, residents, businesses, staff and many other groups of users and stakeholders which require a system that allows all verified groups and individuals access and egress with ease.

#### Essential requirements

1. We require a system which has the ability to accept magnetic strip tickets. This system should allow for ticket end dates to be set according to user needs. (for example 1 day or 7 days but not exclusive to this).
2. We require the ability to use multiple pin codes at the entry and exit barriers for some non-paying users.
3. The system will have the ability to allow a set timed free access for example for delivery drivers.
4. We require the system to be able to be switched to an 'open loop' system out of hours, if we wish, allowing the barriers to be activated by movement rather than payment. We would want the ANPR still to monitor these activations.

5. The system must include the ability to allow access using a proximity card/fob for some non-paying users.
6. The ANPR technology should work with all the other access control requirements and also work alone for registered vehicles including but not exclusively Discovery Pass holders.
7. The system must be able to recognise cancelled or out of date tickets, proximity cards/fobs, pin numbers, recognise when a number plate has been cancelled off the system (such as a lapsed payment of Discovery Pass or resident changing vehicle details) and refuse entrance and/or exit where appropriate.
8. The system must be able to recognise that although Discovery Pass holders can register two vehicles that only one vehicle can be used to enter the forest any one time. (see D below).

#### Further Requirements

1. We would prefer the system to be able to take pre booking entry, for example if a visitor makes a booking with a business partner, who has a facility on our site e.g. Go Ape they are able to pre pay for their parking as well, or alternatively a visitor wishes to pay for their entry before they arrive. Please detail how your system can provide this.
2. We would require a ticket validator for the magnetic strip tickets, please state if this is provided as part of the system, or if not, where this can be purchased and any relevant specification required for this.
3. Ideally we would like a system which gives the option to take card payments at the entrance/exit terminals without needing a ticket, but this must be a quick process to allow traffic to flow freely and distinguish between motor bikes, mini buses and coaches.

#### **D. Discovery Pass use and sales through the pay station**

Forestry Commission England currently operates a membership scheme at Dalby Forest entitled the Discovery Pass. The main benefit of the Discovery Pass is free entry and car parking on site. There is future potential that a National Forestry Commission England pass will be introduced allowing access to all Forestry Commission sites across England.

There are currently around 21,000 Discovery Pass holders in England at 25 sites. Discovery Passes are purchased throughout the year and passes lasts for 12 months, expiring at the end of the month in which it was purchased.

At the time of purchase, we ask Pass holders for a registration number (we allow them to register up to two vehicle registration numbers, though we only allow one of their vehicles access at any one time). As Discovery Pass holders are regular and core visitors, it is essential that a process for enabling easy, quick and efficient access and egress is achieved.

Currently purchase of Discovery Passes is either onsite, online and by phone. The onsite pay points will be available when our Visitor Services office is closed and therefore the ability to purchase Discovery Passes through the Pay-on-foot-Points (providing it is possible to capture customer details to follow up and capture their full details e.g. their car reg. number and email address at time of purchase) would be an advantage.

An import function is important to ensure car registration numbers, recorded at the time of

sale online, held in a database offsite on a central Forestry Commission Box Office system can be uploaded to the car park system on site to enable seamless access to Discovery Pass holders. Currently there are nearly 3,000 Discovery Pass holders for Dalby Forest.

To enable the Discovery Passes to be sold through the pay points and car registration numbers to be imported the following functionality must be provided:

#### Essential requirements

1. On site, the management system must allow for customer registration numbers to be easily and instantaneously added to a list of 'allowed' vehicles (white list), to ensure seamless access for Discovery Pass purchaser's on the day of their visit. This information will be entered onto the system by FC staff on site at the visitor information point.
2. Importing the current Discovery Pass holders number plates and expiry dates to the system before the system goes live to allow easy free flowing access.
3. There must be the ability to put an end date on the point to which a vehicle registration is allowed access, or an easy process for monthly removal of all expired passes; so that once a persons Discovery pass membership expires, they are removed from the white list and no longer able to access the forest.
4. There should be a reporting function to allow the ability to analyse the number of visits per registration number. Provide details of how the reporting function will work and your specification.
5. As Discovery Pass holders periodically change registration numbers, there must be the ability to update records within the ANPR back office system instantaneously.
6. Your back office system must be compatible with the FC desktop and where possible assistive technology (i.e. screen readers, text to speech software, etc). The current corporate browser is IE8. The current desktop is Windows 7.
7. As we capture up to two registration numbers per customer (only allowing one vehicle access at any one time) the system should have the ability to allow only one of the customers specified vehicles into the forest at any one time, or to link/assign the registration numbers to a name.

#### Further Requirements

1. The back office management system/database must be able to automatically and regularly accept an import of data (daily), listing vehicle registration numbers to be added to the 'white list'. Provide your specification for a data import/export facility.
2. The import and export facility should enable the process to be fully Data Protection Act compliant.

### **E. Civil Engineering**

The FC will procure the civil engineering works and the installation of satellite broadband required for the installation of the systems separate to this contract.

**As part of the civil engineering requirements we will ensure the following standard layouts:-**

- Lane widths – 2.7m to 3.5m
- Traffic islands of 1m wide by 7m long
- Access provision for pushchairs, pedestrians and cyclist.
- Ducting for power and data to each island and connection to supply
- Power supply to barrier location, pay station locations and PC terminal
- Data cable to pay stations, barrier units and terminals as required.
- Road marking and signage.
- Protection barriers and shelter enclosure as per FC design.

If your requirements differ significantly from the above details this must be declared in the tender. Also we would like to know lead in times from award of contract through to completed installation

Essential requirements

1. Provide detailed specifications including base, location information, power and, barriers and shelter requirements for any machines, barriers, cameras to be installed.

Further Requirements

1. Please state your lead time from award of contract through to completed installation

**F. IT Requirements and Operating Programme**

The FC, as a Government agency, is going through the process of PSN accreditation. Your supporting IT system will stand-alone from the FC IT system. The broadband service will be via satellite at both barrier entrances, there is currently no FC contract with an individual supplier. The satellite company will provide separate modems and routers. This technology requires line of site which will be determined prior to install.

Essential requirements

1. The system must provide secure data handling.
2. You must comply with the Data Protection Act 1998 requirements in processing and handling personal information.
3. You must be ISO27001 compliant for the systems that will access or process FC data, or some other recognised equivalent security standard. If you use some third party to physically hold the data (i.e. the computers, storage and networks) then that third party supplier also must meet the security requirements. Proof of compliance will be needed. You will be required to complete a SIAT self-assessment questionnaire for both yourself and for any subcontractors if you access or process FC data or access/connect to the FC network, and to remedy any identified security weaknesses. You will be required to agree to independent audit of your systems against the FC's security standard based on the SIAT questionnaire.
4. You must also comply with the current PCI-DSS and PA-DSS standards for the systems that handle or have access to any payment card information, including 3rd party suppliers to them.

5. Any data transfer, either to your own systems/suppliers and/or the FC must be encrypted.
6. The FC currently uses Windows 7, therefore your system's importing and data transfer must be compatible with Windows 7
7. Your system must be able to work through a satellite broadband service

#### Further Requirements

1. The transfer of information from the supplier to the FC for the purposes of Discovery Pass/ sales will be required – see section D.
2. We need a comprehensive back-office analysis tool which allows reports such as frequency of visits to be generated by on site staff and the ability to update charging structures, payment periods etc on site. Therefore, provide details of your System and Management Information System including functionality and specification.
3. Where possible we require assistive technology (i.e. screen readers, text to speech software, etc).
4. Please provide evidence of your certification to any security standards you hold and to which equipment/systems these standards apply
5. Please state if any of the system requires the routers to have a static IP address.

#### **G. Service contract**

Dalby Forest is our one of our major Forest Centres which is very busy, with a large percentage of the business during weekends – we therefore require a maintenance service contract which covers 7 days a week, 365 days a year.

Provide details of your service options taking into account the requirements below and include an annual maintenance schedule including parts to be serviced, labour and time/pricing schedule of parts included/excluded. Please detail differences in your response for a labour and parts and labour only option.

We require four maintenance visits per annum and would like them at a time of our choice to meet site demands on equipment use.

Provide information on technical and software support and including lead-in times for updating machines for new coin and notes, and also software upgrades when they become available.

#### Essential requirements

1. A maintenance service contract which covers 7 days a week including bank holidays.
2. A 4 hour response time for emergency call outs. 24 hrs for non-emergency.
3. Parts which are essential to the running of the system to be replaced within 48 hours.

#### Further requirements

1. Please detail how parts under warranty will be replaced and charged:
  - if replacement due to fair wear and tear, or failure
  - if replacement is due to vandalism, abuse, misuse or vehicle damage

- new or refurbished part policy
- supply of essential parts be kept on site.

2. Please detail your technical and software support and state lead-in times for updating machines for new coin and notes, and also software upgrades when they become available.

### **H. Staff Training and Installation Support**

The introduction of any new system always requires a period of staff training and support from the supplier. We require at least one staff training day prior to the system going live. A comprehensive user manual should also be supplied in electronic formats (both PDF and MS Word, where possible).

Costs for this manual and any training updates as systems develop should be detailed in your submission.

#### Essential requirements

1. We require onsite training.

#### Further requirements

1. Supply of comprehensive user manual. Please state if this will be supplied within the cost of the system and if it can be supplied in both PDF and MS Word.

### **I. Warranty**

As a minimum, the FC requires a warranty period of 12 months from date of installation of equipment. The warranty should provide for on-site service during normal working hours and replacement of defective parts due to normal wear and tear during the warranty period.

#### Essential requirements

1. The FC requires a warranty period of 12 months from date of installation of equipment

### **J. Sustainability and Environmental Benefits**

The FC is accredited for compliance to ISO14001 and as such we require all suppliers to aspire to this accreditation in their supply of goods and services. Applicants should consider this and include examples in their submission.

### **K. Design and Branding Guidelines**

The FC works within a set of brand guidelines. Dalby Forest has their own branding and colour scheme and this will need to be replicated in any screen displays. The FC requires the right to authorise the sign off of any screen design or infrastructure colour prior to its



implementation.

FC would require the ability to upgrade the screen displays in house as and when required.

### **Health & Safety**

Your system should be safe for use by all users and staff conducting small maintenance tasks. Please advise and H&S considerations that relate to your system.

Please complete Module D.

### **Note:**

**If we ask, you must provide documentary evidence establishing your eligibility to tender and your qualifications to fulfil the contract if we accept your quotation. This may be in the form of literature, drawings or samples.**

**You must include details of any areas where you will not be able to comply with these requirements. If your quotation does not meet these requirements we reserve the right to reject it completely.**



## 4. Evaluation Matrix

**Note – failure of any of the 'Pass/Fail' sections or modules will constitute an overall Fail of your bid.**

<b>Section/ Module</b>	<b>Title</b>	<b>Weighting</b>	<b>Agreed Marking Criteria</b>
5	Lots	Not Applicable	Not Applicable
6	Organisation and Contact Details	Mandatory  Questions 6.10 & 6.11 – Pass/Fail  Question 6.12 – Pass/Fail  Question 6.13 – Pass/Fail	<p>Completion of this Section is mandatory and is for our information purposes. We may confirm company identity and basic details with external bodies.</p> <p>You must have a Health &amp; Safety policy' and must provide adequate levels of training as specified in the Statement of Requirements. If you do not have/provide these, you will fail this section.</p> <p>You must have the required levels of insurance requested at 6.12. If you do not have these, you must confirm that you will get them if successful, before the contract start date. If you cannot confirm this you will fail this section.</p> <p>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.</p>
7a	<u>Specific Gateway Questions</u>  <b>Essential requirements</b>  A1-8 Barrier system  B1-7 Pay-on-foot	  Pass/Fail  Pass/Fail	  To pass this gateway you must comply with the essential requirement in A1-9, providing evidence of how you comply.  To pass this gateway you must comply

	points		with the essential requirement in B1-7, providing evidence of how you comply.
	C1-8 Payment and non-payment access	Pass/Fail	To pass this gateway you must comply with the essential requirement in C1-8, providing evidence of how you comply.
	D1-7 Discovery Pass use	Pass/Fail	To pass this gateway you must comply with the essential requirement in D1-7, providing evidence of how you comply.
	E1 Civil engineering	Pass/Fail	To pass this gateway you must comply with the essential requirement in E1, providing evidence of how you comply.
	F1-7 IT requirements and operating programme	Pass/Fail	To pass this gateway you must comply with the essential requirement in F1-5, providing evidence of how you comply.
	G1-3 Service contract	Pass/Fail	To pass this gateway you must comply with the essential requirement in G1-5, providing evidence of how you comply.
	H1 Staff training and installation report	Pass/Fail	To pass this gateway you must comply with the essential requirement in H1, providing evidence of how you comply.
	I1 Warranty	Pass/Fail	To pass this gateway you must comply with the essential requirement in I1, providing evidence of how you comply.
7b	<u>Specific Award Questions</u>	<u>Weight %</u>	The following evaluation system will be applied:

<p>7.1</p> <p>Please provide the specification of the barrier system with that you propose.</p> <p>The response should take into account all further requirements outlined within A&amp;C</p> <p>7.2</p> <p>Please provide the specification of the pay-on-foot pay station that you propose.</p> <p>The response should take into account the further requirements outlined within B,C&amp;D.</p> <p>7.3</p> <p>Please outline how the proposed system will take into account further requirements outlined in E-K.</p>	<p>20%</p> <p>20%</p> <p>20%</p>	<p><b>0 – No response or totally inadequate response</b></p> <p>No response or an inadequate response</p> <p><b>1 – Major Reservations/Constraints</b></p> <p>The response simply states that the bidder 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><b>2 – Some Reservations/Constraints</b></p> <p>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><b>3 – Fully Compliant</b></p> <p>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><b>4 – Exceeds Requirements</b></p> <p>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>
<p>8</p>	<p>Pricing Schedule</p> <p>40 %</p>	<p>Price 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>

9	Declaration	Pass/Fail	You must sign the declaration specifying any area of the declaration with which you cannot comply. Details on mandatory and discretionary elements are contained within the Declaration.
Module B	References	Pass/Fail	You must provide the information we have requested in Module B. We will consider accepting a lower number of references than requested depending on how long you have been in business. When checking references, we will be looking to confirm that the contract has been carried out on time, to budget and to specification. If we deem your references to be inappropriate, or a referee cannot confirm the work has been carried out on time, to budget and in line with the specification, you will fail this Module.
Module C	Financial Information	Pass/Fail	You must be able to provide at least one of the items of financial evidence set out in Module C. 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. If we consider your financial position to be high risk, you will fail this Module.
Module D	Health and Safety	Pass/Fail	You must provide the information we have requested in Module D. If we determine that your responses are inappropriate or present a high health & safety risk, you will fail this Module.

## 5. Lots - Not Applicable

## 6. Organisation Details

Organisation Details			
	Question	Your Answer	
6.1	Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted).		
6.2	Registered office address.		
	Main contact for this contract Name Address (if different from registered office)  Email Phone Mobile		
6.3	Company or charity registration number.		
6.4	VAT Registration number.		
6.5	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)	
6.6	Total number of employees employed by your organisation. (Including Directors, Partners, Apprentices, Trainees etc.)		

Organisation Details		
	Question	Your Answer
6.7	Length of time your business has been operating.	
6.8	Please state whether there is any potential conflict of interest in relation to this contract, for example if any of those involved with the contract share private interests with anyone within the FC. Examples include, membership of societies, clubs and other organisations, and family.	<b>No</b>
		<b>Yes</b>
		If you have answered "YES" please give details.

6.9	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	
<b>If your 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 with other providers) will be responsible for the elements of the requirement.</b>			

6.10	Does your organisation have a written Health and Safety Policy?	<b>Yes</b>	<b>No</b>
<b>Note:</b> if your organisation has less than 5 employees, the Forestry Commission still requires you to have a written Health and Safety Policy.			
6.11	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. The Statement of Requirements will state whether any specific health & safety training is required for this contract, if from your answer we deem that adequate training is not/or has not been carried out, we will reject your bid in full.		

6.12	<p><b>You must either confirm that you have the following 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.</b></p>			
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			
Products Liability	Min £5m per claim			
Loss of or damage to Equipment, Plant and Materials: The FC being a government body does not carry insurance. Please give an undertaking that all equipment, plant and materials supplied will be insured to cover all eventualities for the period of the contract.	Minimum amount of cover required is the replacement cost			
Loss of or damage to the Works: The FC being a government body does not carry insurance. Please give an undertaking that all Works are insured for the period of the contract.	Minimum amount of cover required is the replacement cost			



<b>Tax Compliance</b>			
6.13	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 incorrect as a result of: <ul style="list-style-type: none"> <li>a) HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or</li> <li>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</li> <li>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?</li> </ul>	<b>No</b>	<b>Yes</b>
<p>If answering ‘yes’ to question 6.13 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"> <li>➤ Corrective action undertaken by you to date;</li> <li>➤ Planned corrective action to be taken;</li> <li>➤ Changes in personnel or ownership since the OONC; or</li> <li>➤ Changes in financial, accounting, audit or management procedures since the OONC.</li> </ul> <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"> <li>➤ 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 GARR, the “Halifax” abuse principle etc.</li> <li>➤ Where the OONC relates to a DOTAS, the number of the relevant scheme.</li> <li>➤ The date of the original “non-compliance” and the date of any judgement against the supplier, or date when the return was amended.</li> <li>➤ The level of any penalty or criminal conviction applied.</li> </ul> <p>Please use the box below to provide details if appropriate, and expand as necessary.</p>			

## 7a. Specific Gateway Questions

For the Gateway questions please confirm that the system you will propose can meet the essential requirements outlined within the specification.

Questions		Yes	No	Evidence
<b>Specific gateway questions</b>				
<b>Traffic Management system</b>				
1	Essential Requirement A1-8 Barrier system			
2	Essential Requirement B1-7 Pay- on-foot points			
3	Essential Requirement C1-8 Payment and non-payment access			
4	Essential Requirement D1-7 Discovery Pass use			
5	Essential Requirement E1 Civil engineering			
6	Essential Requirement F1-7 IT requirements and operating programme			
7	Essential Requirement G1-3 Service contract			
8	Essential Requirement H1 Staff training and installation report			
9	Essential Requirement I1 Warranty			

## 7b. Specific Award Questions

	Question	Weight %
7.1	<p>Please provide the specification of the barrier system with that you propose.</p> <p>The response should take into account all further requirements outlined within A&amp;C</p>	20%
<p><b>Answer:</b></p>		
7.2	<p>Please provide the specification of the pay-on-foot pay station that you propose.</p> <p>The response should take into account the further requirements outlined within B,C&amp;D.</p>	20%
<p><b>Answer:</b></p>		
7.3	<p>Please outline how the proposed system will take into account further requirements outlined in E-K.</p>	20%
<p><b>Answer:</b></p>		

## 8. Pricing

Please provide details of your pricing in the schedule provided below.

The site will have two entrances, Pexton with two fixed entrance lanes and two exit lanes and Ebberston with one fixed entrance lane and one fixed exit lane. These are 9 miles apart and must network with each other and must have ANPR technology, magnetic strip ticket capability, multiple pin code capability, proximity fob/card capability. There will be 3 pay on foot pay stations across the site which also must network across the site along with the barriers and entry/exit terminals.

The price that you will be evaluated against will be the total of all of the elements that you have priced for

Ref	Quantity	Description	Price (£) Each	OVERALL PRICE (£)
Supply	3	Barrier with entrance terminal		
	3	Magnetic strip capability option		
	3	Multiple Pin code capability option		
	3	Proximity fob/card capability option		
	3	Intercom facility		
Install	3	Barrier with entrance terminal – taking into account work FC civils will undertake		
	3	Magnetic strip capability option		
	3	Multiple Pin code capability option		
	3	Proximity fob/card capability option		
	3	Intercom facility		
Supply	3	Barrier with exit terminal		
	3	Magnetic strip capability option		
	3	Multiple Pin code capability option		
	3	Proximity fob/card capability		

		option		
	3	Intercom facility		
Install	3	Barrier with exit terminal – taking into account work FC civils will undertake		
	3	Magnetic strip capability option		
	3	Multiple Pin code capability option		
	3	Proximity fob/card capability option		
	3	Intercom facility		
Supply	6	HD ANPR cameras		
Install	6	HD ANPR cameras – taking into account work FC civils will undertake		
Supply	4	Pay on foot pay station - coins/notes and credit/debit card – taking into account work FC civils will undertake		
	4	Credit/debit card contactless option		
	4	Intercom facility		
Install	4	Pay on foot pay station - coins/notes and credit/debit card – taking into account work FC civils will undertake		
	4	Credit/debit card contactless option		
	4	Intercom facility		
		Software licences – please list any and their associated costs		
		ANPR licence		
		Warranty		

		Supply of PC to run system		
		<b>TOTAL</b>		
		<b>For information only</b>		
		Tariff programming (outside simple price changes)		
		Software development for Discovery Pass and ANPR system interface		
		Pre-pay system option set up – list all costs associated with your option		
		Pre-pay system option ongoing costs		

## 9. Declaration

**Please state within the box at the end of this declaration if there are any specific areas with which you cannot comply. Please note that this may invalidate your tender submission.**

In this certificate, any reference to person or persons will mean and include businesses, associations or corporations and any reference to arrangements or agreements will mean any and all transactions, formal or informal, lawful or otherwise.

Conditions 1, 13, 14, 15 and 16 of this declaration are mandatory requirements, and bidding organisations must accept these conditions; failure to do so will automatically invalidate your bid. All other conditions are discretionary, and while the Forestry Commission are entitled to exclude you from being considered further if any of these conditions are qualified or not accepted in full, we may decide to allow you to proceed further. In the event that any of the following do apply, please set out in the box below (or a separate annex if you require more space) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by us when considering whether or not you will be able to proceed any further in respect of this procurement exercise.

By signing this Declaration you, the bidding organisation, certify that:

1. The bidding organisation or any directors or partner or any other person who has powers of representation, decision or control have not been convicted of the following offences as defined by the relevant UK law:

- 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 as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:
- (i) the offence of cheating 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
- (ii) the offence of conspiracy to defraud;
- (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;
- (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;
- (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;
- (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- (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;
- (viii) fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006; or
- (ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;
- (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 (2) of the Criminal Law (Consolidation) (Scotland) Act 1995.



(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 in 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;

(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.

(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.

(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 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)

e) money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;

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

eb) an offence in connection with the proceed of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or

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.

2. The bidder being an individual is not in a state of bankruptcy nor has a receiving order or administration order or bankruptcy restriction order made against him nor has made any arrangement for the benefit of creditors, or has not 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;
3. The bidder being a partnership constituted under Scots law has not granted a trust deed nor become otherwise apparently insolvent, nor is subject of a petition presented for sequestration of its estate.
4. The bidder being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 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 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.
5. The bidding organisation has not been convicted of a criminal offence relating to the conduct of its business or profession.
6. The bidding organisation has not committed an act of grave misconduct in the course of its business or profession.
7. The bidding organisation has fulfilled its obligations relating to 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
8. The bidding organisation has fulfilled its obligations relating to payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established.
9. The bidding organisation is not guilty of serious misrepresentations in providing any information required under Regulations 24 or 25 of the Public Contracts (Scotland) Regulations 2012 or under Regulations 24 or 25 of the Public Contracts Regulations 2006 (as amended from time to time).
10. The bidding organisation is in possession of a licence or is a member of the appropriate organisation where the law requires it.
11. The bidding organisation has not 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.
12. None of the senior personnel of the bidding organisation 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.
13. The bidding organisation comply with the requirements of the Health and Safety at Work Act 1974, as amended.

14. 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.

15. 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 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.

16. The bidding organisation confirm that this is a *bona fide* tender, intended to be competitive, and that they have not:-

- 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 respect 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.

Please state within the box below if there are any specific areas of the declaration above 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.

I declare that to the best of my knowledge the information submitted in this ITT is correct. I understand that the Forestry Commission may reject this ITT if there is a failure to answer all relevant questions, or provide any requested information fully or if

I provide false or misleading information; or if I make any false declaration which is discovered after Contract Award; I acknowledge that this may lead to said contract being terminated.

Name (printed)

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Date

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Signature

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Capacity / Title

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For and on behalf of

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