



Invitation to Tender

For

Park Wood Access Improvements
South Wales

Contract No: 416.MA.00041(T)

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, take the lead, on behalf of all three administrations, in the development and promotion of sustainable forest management. We deliver the distinct forestry policies of England, Scotland and Wales 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 contract

We will be awarding a contract for the supply of access improvement in Park wood, Park Mill, Gower, South Wales. The works will comprise of planing existing road surfaces, supply and laying bitumen macadam, supply and installation of gabion baskets, supply and lay kerbstones

Our intention is to award this contract for a period of 1 month anticipated to be January /February 2011

The total value of this contract over the entire period including any extension options will be in the region of £35,000. Extension options are detailed as Job 2 and Job 3 within the Part I – Pricing schedule.

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	W/C 15 November 2010
Site visits by bidders to FC site and briefing	26 th November 2010
Closing date and time for enquiries	30 th November 2010
Tender return time and date	9 th December 2010 13.00 hours
Expected Notification of Intent to Award	W/C 13 th December 2010
End of Standstill Period	W/C 5 th January 2011
Expected Start Date	W/C 24 th January 2011

2.2 Clarification, site visits, presentations, other

We will objectively evaluate all submissions using the criteria and scoring detailed in the Evaluation Matrix at Section 5.5.

2.2.1 Visits to Forestry Commission Wales (FCW) sites

The site is open at all times for inspection however on the morning of 26th November 2010 FCW will lead an accompanied site visit, if you wish to attend you should contact the person named at 2.3 below.

2.2.2 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 and you should be aware that we may adjust scores up or down based on information provided at this stage.

2.2.3 Presentations/visits to tenderer's sites/other

Not Required

2.3 Enquiry's

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

James Roseblade

Either at

Forestry Commission Wales

Coed y Cymoedd Forest District

District Office

Resolven

Neath

SA11 4DR

Or

james.roseblade@forestry.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 contract, 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,

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 will not consider any tenders we receive after the deadline. Please be aware that tenders may be copied for our use.

Mark your envelopes with the words '**Tender for Park Wood access Improvements 416.MA.00041 (T) – Not to be opened until 13.00 hours on 9th December 2010.**

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

Send completed tender documents to the following address:

Finance Systems

Forestry Commission Wales

Welsh Assembly Government

Rhodfa Padarn

Llanbadarn Fawr

Aberystwyth

Ceredigion

SY23 3UR

3 Statement of Requirements

FCW intends to award a contract for access improvement in Park wood Park Mill Gower South Wales. The works will comprise of planning existing road surfaces, supply and laying bitumen macadam, supply and installation of gabion baskets,

Background Information

The access road is a multi-user route with rights of access for:

FCW, Welsh Water, Parc Le Breos Farm, Parc Le Breos Riding Centre, Private residents and Third party access agreements. This access road is vital to the local businesses and residence.

Specific Requirements

Before providing a tender the contractor should ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works which includes any utility services.

Setting out

- The site has been marked with spray paint to indicate the location of each of the work areas, location plan one gives the overall layout of the site however it is highly recommend that contractors wish to tender for this work attend the accompanied site visit.
- The Contractor shall seek clarification of all site boundaries and verification of trees, shrubs and hedges to be removed /pruned before commencing work.
- The contractor to have all and have all setting out approved by FCW before commencing work.
- Forest security
- Forest gates are to remain locked at all times.
- Gate keys are to be returned promptly on completion of work.
- The site
- The site should not be used for any purpose other than carrying out the contract works
- Maintain public access where possible, and allow continued operational usage by FCW it's agents and contractors.
- **The Contractor must liase with the different users before all parties implement any access restrictions to ensure accurate and clear communication.**
- No burning on site unless agreed with FCW.
- The site should be kept in a clean and tidy condition with all rubbish being disposed off in accordance with environmental regulations.

Damage and making good

- The contractor must take all reasonable measures to prevent damage to existing buildings, fences, gates, walls, roads, site furniture grass, trees, shrubs and other site features.

The contractor will be responsible for making good any damaged caused to FCW or third party property to the satisfaction of FCW.

Specification

Granular sub base material

Granular sub – base material shall be natural sands, gravel's, or crushed rock, to 'Specification for Highway Works' clause 803 (Type 1)

The particle size shall be determined by the washing and sieving method of BS 812

The material shall have a Stewart Impact test value of 20 or less.

The material passing the 425 micron BS sieve shall be non – plastic as defined in BS 1377: Part 2 and tested in compliance therewith.

Dense bitumen macadam base course

Dense bitumen macadam base course shall comply with clause 906 of 'Specification for Highway Works' and with BS 4987: Part 1.

Aggregate to be 20mm continuously graded.

Binder to be petroleum bitumen complying with BS 3690: Part 1.

The grade of binder shall comply with BS 4987: Part 1.

The penetration of the binder to be grade 100.

Dense bitumen macadam wearing course

Dense bitumen macadam wearing course to comply with clause 909 and 929 of 'Specification for Highway Works' and with BS 4987: Part 1.

Aggregate to be 10mm or 12mm aggregate continuously graded.

Binder to be petroleum bitumen complying with BS 3690: Part 1.

The grade of binder shall comply with BS 4987: Part 1

Surface levels and regularity

The wearing course is to be laid to existing profiles but should also ensure an acceptable ride and even dispersal of surface water without ponding.

Road base & / or base course &/or wearing course regulating are to be used on existing adverse profiles not to be otherwise reconstructed.

Trimming of junctions between new and existing pavements.

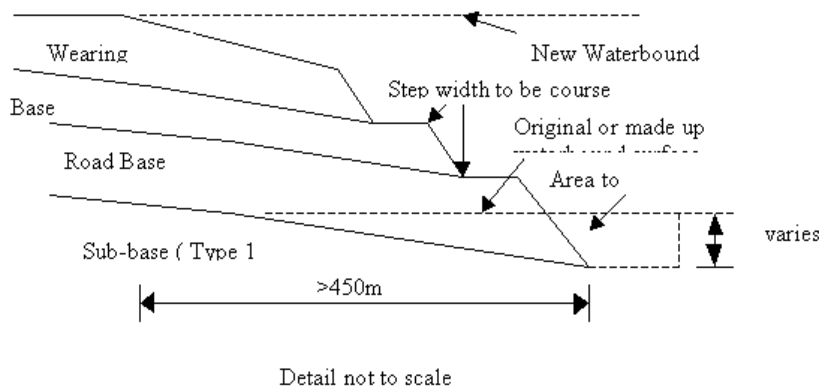
Existing bituminous pavement layers to be abutted by the new wearing and base courses. Base course shall be cut to neat lines by sawing to a minimum depth of 35mm, stepped 100mm: unless a longitudinal profile transition is required. Then the

steps shall be 750mm to maintain depth of material. Neat, tight cut & hot pour into bitmac surfacing after bitmac laid.

Immediately before the new courses are placed, the edges of the existing material shall be cleaned of all loose material and coated with an appropriate hot bituminous binder.

Construction joint detail sketch

To enable feathering of water bound to bituminous surfaces, Allowance to form stepped bitmac layers inclined under adjacent non-bituminous construction to minimise potholing at interface.



White Lines

To be thermo-plastic to BS 3263 screed applied to surfaces that are clean and dry to BS 3293.

Gabion baskets

Welded mesh gabion baskets shall be galvanised wire minimum 3mm dia with 75mm-mesh size. Size of baskets to be determined on site to suit ground conditions and heights that are encountered. Foundation preparation shall ensure ground is level smooth and compacted. Adjacent baskets shall be connected with lacing wire.

Back filling of the baskets with rocks 100mm to 200mm diameters. Rock to be carefully laid to ensure a compact mass is formed with minimal voids and no bulges. The last layer of rock shall be uniformly levelled to the top edges of the gabion baskets prior to the gabion lid being attached to the side with proprietary fasteners or lacing wire.

Geographical Area

Park Wood is situated on the Gower Peninsula just off the A4118.

Special Conditions

Park Wood is a designated Site of Special Scientific Interest (SSSI) for which Countryside Council for Wales (CCW) have given consent to carry out the works.

Contract Management Requirements

It will be a requirement that a designated contract manager is assigned to this contract that will be available to meet with FCW representatives and/or other stakeholders on site when required.

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. 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

All information supplied to you by us must be treated in confidence and not disclosed to third parties, except as is necessary to obtain sureties or quotations so you can submit your response. All information supplied by you will be similarly treated in confidence except:

- where we seek references from banks, accountants, existing or past clients, or other referees submitted by companies; or

- where we are required to disclose in accordance with the requirements of UK Government policy on the disclosure of information relating to Government Contracts, or in response to a question submitted to the FC under the Freedom of Information Act 2000, Freedom of Information (Scotland) Act 2002 or the Environmental Information Regulations 2004 (as amended).

4.6 Consortia

If you are applying on behalf of a consortium, please list the names and addresses of all other members of the consortium where indicated. Please note that we will evaluate the tender on the basis of the details supplied in the tender and, if short-listed, we will issue an Invitation to Tender to the nominated lead organisation only. Any Contract will be entered with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute the Contract with all ancillary documents, showing evidence of their joint and separate liability for the obligations and liabilities of the Contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated document before and about the Contract award will be sent to the nominated lead organisation.

4.7 Sub-contractors

If you propose to use sub-contractors to help you deliver the contract, please advise us where indicated.

4.8 Tender validity

All details of the tender, including prices and rates, must be valid for 120 days from receipt of tender.

4.9 Language

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

4.10 Applicable Law

English law will govern any contract concluded as a result of this ITT.

4.11 Pricing

All prices will be in sterling and exclusive of VAT.

4.12 Additional costs

Once we have awarded the contract, 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 contract with us will disqualify you from being considered and may constitute a criminal offence.

4.15 Contract management

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

5 Evaluation and short-listing

5.1 Evaluation

Parts A-F contain selection criteria.

These focus on your characteristics and suitability in principle to provide the requirements – they are about whether you are capable of providing the requirement rather than how you will actually deliver it.

Questions will fall within one of the following headings:

- Capability/Technical Ability
- Capacity
- Quality

Parts H-I contain award criteria.

These focus on how you will deliver the contract if successful.

Responses to the tender will be evaluated objectively using the scoring matrix at Section 5.5.

The evaluation will initially be carried out on parts A-F of your response. If you are considered to have passed the initial selection stage and your response will then be evaluated further. If you are not considered to have passed the initial selection stage you will not have been successful and your response will not be evaluated any further.

Your response will be deemed to have passed the selection stage if:

- You have passed all gateway questions and
- You have achieved a score of 50% or above

5.2 Gateways

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

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 (Section E & H)

Sections E & H contain requirement-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 post 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 contract.

5.4.2 Debriefing

We will give **all tenderers** 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 days of receiving a request.

5.5 Scoring matrix

Section	Title	Weighting	Agreed Marking Criteria
A	Background Information	Pass/Fail	Completion of this Section is mandatory
B	Financial Status	Pass/Fail	Turnover will be checked to ensure that framework agreement value is not disproportionate to turnover. If any aspects of turnover cause concern, we may run an Experian report to check financial status. We expect a positive response to the remainder of this section. We will take a risk-based approach to assessing this area.
C	Health & Safety	Pass/Fail	There should be a written Health and Safety Policy within suppliers' organisation, and evidence that staff training is provided for health and safety. Provides detail of how health and safety at Work is managed. Ideal response to Q's C4 & C5 will be 'No', however where we receive a 'Yes' we will need a detailed response which gives clear evidence of how the situation has been remedied and improved.
D	Insurance Details	Pass/Fail	Demonstrates adequate levels of insurance. Where these are not in place, supplier must agree to have the appropriate levels of insurance in place by contract award date.
E	Specific Selection Questions		The following scoring system will be applied:
E1a	<p>Relevant experience</p> <p>a) Provide details of your experience directly related to this contract:</p> <p>b) How many projects of a similar nature have you successfully carried out or have experience of within last five years? Give details.</p> <p>Contract management</p>	30%	<p>0 – Unacceptable / No Response Provided</p> <p>1 – Very Weak – almost unacceptable</p> <p>2 – Weak – well below expectation</p> <p>3 – Poor – below expectation</p> <p>4 – Slightly below expectation</p> <p>5 – Meets expectation</p> <p>6 – Slightly exceeds expectation</p> <p>7 – Moderate – above expectation</p> <p>8 – Well above expectation</p> <p>9 – Very Good</p> <p>10 - Exceptional</p>

Section	Title	Weighting	Agreed Marking Criteria
E1b	<p>a) How have similar projects been managed within your organisation? Give details (including qualifications and experience) of the person(s) who's direct responsibility it has been to provide the service.</p> <p>b) Describe how you have programmed and managed similar work to ensure minimum disruption and delivery of the work within the required time-scales.</p>	20%	
E1c	<p>If you will be carrying out this contract using Sub contractors</p> <p>a) Provide evidence showing how you have:</p> <p>b) Made sure sub-contractors are competent.</p> <ul style="list-style-type: none"> - Monitored sub-contractor performance. - Co-ordinate your organisation's work with other contractors on site, including sub-contractors. For example risk assessments, procedural arrangements, project team meeting notes, etc. - <p>If you will be carrying out this contract using only directly employed workers.</p> <p>c) Provide evidence showing how you</p>	15%	

Section	Title	Weighting	Agreed Marking Criteria
E1d	<p>have:</p> <ul style="list-style-type: none"> - Made sure your workforce is competent. - Monitored your workforce performance and taken action when improvements have been required. • Co-ordinate your day to day work on site. <p>Health & Safety</p> <p>a) Provide details of your competence and experience of Health and Safety Management.</p> <p>b) Please provide the following: Copy of a risk assessment and method statement relevant to this type of work for a previous contract you have completed.</p>	20%	
E1e	<p>Quality</p> <p>How do you manage your contracts to ensure that;-</p> <ul style="list-style-type: none"> a)The materials supplied are to the required specification b)Work is completed to the required standards 	15%	
F	References	Pass/Fail	References provided are relevant to the subject of this framework agreement. Number of references provided is as expected; given the length of time the supplier has been in business. Where references are checked, the contract has been carried out on time, to budget and to specification.
G	Terms & Conditions	Pass/Fail	FCW T's & C's should be accepted. Any issues highlighted will be discussed prior to any award.
J	Declaration	Pass/Fail	Signed declaration provided with no exceptions identified.
K	Certificate of Bona	Pass/Fail	Signed certificate provided with no exceptions

Section	Title	Weighting	Agreed Marking Criteria
	Fide Tender		identified.
App A	Proposed Sub-Contractor Details	Pass/Fail	Completed for all proposed sub-contractors. For information only.
If you do not pass the above sections, your response will not be evaluated any further.			
H	Specific Award Questions	50%	The following scoring system will be applied:
H1	Provide a detailed method statement for how you will undertake the proposed works. Including details of how you will allow access to the residential and commercial properties that are accessed along the road	25 %	0 – Unacceptable / No Response Provided 1 – Very Weak – almost unacceptable 2 – Weak – well below expectation 3 – Poor – below expectation 4 – Slightly below expectation 5 – Meets expectation
H2	Provide a detailed program for the proposed works	15 %	6 – Slightly exceeds expectation 7 – Moderate – above expectation 8 – Well above expectation 9 – Very Good
H3	Provide details of all employees who will work on this contract and the areas of work they will undertake and their experience or qualifications.	10 %	10 - Exceptional
I	Pricing Schedule	50 %	A Median Based Scoring system will be used.

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 2.2.

Part A – Background Information

Part B – Financial Status

Part C – Health & Safety

Part D – Details of Insurance Policies

Part E – Specific Selection Questions

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

Part G – Terms & Conditions of Contract

Part H – Specific Award Questions

Part I – Pricing Schedule

Part J – Declaration

Part K – Certificate of Bona Fide Tender

Appendix A – Proposed Sub-Contractor Details

(1 per proposed sub-contractor if applicable)

Part A – Background information

Weighting: Completion of this Section is mandatory			
	Question	Your Answer	
A1	Name of Organisation		
A2	Address for all correspondence		
A3	Contact Name		
A4	Contact Position		
A5	Telephone Number		
A6	Fax Number		
A7	E-mail address		
A8	Web Address (if you have one)		
A9	Address of Registered Office (if different from above)		
A10	Is your Organisation:	i) a public limited company	
		ii) a limited company	
		iii) a partnership	
		iv) a sole trader	
		v) other (please specify)	
A11	Names of the Directors or Partners (if you have them)		
A12	What are the main business activities of your organisation?		
A13	Total number of employees employed by your		

Weighting: Completion of this Section is mandatory		
	Question	Your Answer
	organisation. (Including Directors, Partners, Apprentices, Trainees etc)	
A14	Length of time your business has been operating.	
A15	Group If the Organisation is a Member of a Group of Companies, please give the name and address of the main parent company.	
A16	Company Registration Number (or EU registration number)	
A17	VAT Registration Number (or EU registration number)	
A18	Are you bidding to provide this service as a consortium? If so please provide details.	
A19	Do you intend to use sub-contractor(s)? If so, please detail for which elements of the contract.	
A20	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 FCW. Examples include freemasonry, membership of societies, clubs and other organisations, and family	No
		Yes
		If you have answered "YES" please give details.

Part B – Financial status

Weighting: This is a Gateway Section (Pass/Fail)			
B1	What was your turnover in each of the last two financial years (if you are a consortium please state aggregated turnover)?	£..... for year ended --/--/--	£..... for year ended --/--/----
B2	Please indicate which of the following you would you be able to provide (please tick a minimum of one):		
	A copy of your audited accounts for the most recent two years (if this applies).		
	A statement of your turnover, profit & 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.		
		Yes	No
B3	If requested, would you be able to provide a banker's reference?		

Part C – Health and safety

Weighting: This is a Gateway Section (Pass/Fail)			
		Yes	No
C1	Does your organisation have a written health and safety policy?		
	Note: if your organisation has less than 5 employees, it is still preferable that you have a written Health and Safety Policy.		
C2	Do you provide health and safety training to employees?		
C3	Please provide details of how you manage health and safety at work.		
		Yes	No
C4	Has your organisation had any Improvement/Prohibition Notices or Prosecution served by the Health and Safety Executive?		
	If Yes, please provide details of how you have remedied this and the improvements you have put in place.		

Weighting: This is a Gateway Section (Pass/Fail)			
		Yes	No
C5	Has your organisation been prosecuted or issued with an Improvement notice or order by the Environment Agency, Scottish Environmental Protection Agency, National Rivers Authority, a Local Authority, or any other enforcement body responsible for protecting the environment (including a Planning Authority in respect of a breach of Planning Control)?		
	If Yes, please provide details of how you have remedied this and the improvements you have put in place.		

Part D – Details of insurance policies

Weighting: This is a Gateway Section (Pass/Fail)				
<i>You must either confirm that you have these levels of insurance for each and every claim rather than aggregated or, undertake that should you be awarded a contract under this procurement, you will have the correct levels of insurance and that you undertake to maintain them for the duration of the contract.</i>				
Insurance Policy	Indemnity Value (£)	Yes	No	Will secure if successful
Employers Liability	Min £5m per claim			
Public Liability	Min £5m per claim			
Products Liability	Min £ 0			
Professional Indemnity	Min £0			
If you do not undertake to secure the stated levels of insurance, the tender will fail and will not be considered further				

Part E - Specific Selection Questions

	Question	Weight %
E1a	Relevant experience	30
	a) Provide details of your experience directly related to this contract: b) How many projects of a similar nature have you successfully carried out or have experience of within last five years? Give details.	

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E1b	Contract management	20%
	<p>a) How have similar projects been managed within your organisation? Give details (including qualifications and experience) of the person(s) who's direct responsibility it has been to provide the service.</p> <p>b) Describe how you have programmed and managed similar work to ensure minimum disruption and delivery of the work within the required time-scales.</p>	

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E1c	If you will be carrying out this contract using Sub contractors	15%
	<p>d) Provide evidence showing how you have:</p> <ul style="list-style-type: none"> - Made sure sub-contractors are competent. - Monitored sub-contractor performance. - Co-ordinate your organisation’s work with other contractors on site, including sub-contractors. For example risk assessments, procedural arrangements, project team meeting notes, etc. - <p>If you will be carrying out this contract using only directly employed workers.</p> <p>e) Provide evidence showing how you have:</p> <ul style="list-style-type: none"> - Made sure your workforce is competent. - Monitored your workforce performance and taken action when improvements have been required. - Co-ordinate your day to day work on site. 	

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E1d	Health & Safety	20%
	<p>c) Provide details of your competence and experience of Health and Safety Management.</p> <p>d) Please provide the following:</p> <ul style="list-style-type: none"> • Copy of a risk assessment and method statement relevant to this type of work for a previous contract you have completed. 	

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E1e	Quality	15%
	<p>How do you manage your contracts to ensure that;-</p> <ul style="list-style-type: none"> a)The materials supplied are to the required specification b)Work is completed to the required standards 	

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

Weighting: This is a Gateway Section (Pass/Fail)	
	Give contact details for three referees for previous or current work that is similar or the same as this Contract. Note that where possible referees should not be linked to the FCW and that we may contact your referees without telling you again.
F1	Organisation
	Contact name
	Contact telephone number
	Contact e-mail address
	Contract Value (£)
	Please provide details of the service provided and the period of the contract:
F2	Organisation
	Contact name
	Contact telephone number
	Contact e-mail address
	Contract Value (£)
	Please provide details of the service provided and the period of the contract:

F3	Organisation	
	Contact name	
	Contact telephone number	
	Contact e-mail address	
	Contract Value (£)	
Please provide details of the service provided and the period of the contract:		

Part G - Terms and conditions of contract

This ITT, and any contract arising from it, will be subject to the FC’s terms and conditions for a copy of which is enclosed.

The successful Tenderer’s usual terms and conditions are not, and shall not, become terms and conditions of any contract 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 the FCW’s Terms and Conditions of Contract may invalidate your Tender submission.		

Part H – Specific Award Questions

	Question	Weight %
H1	Provide a detailed method statement for how you will undertake the proposed works. Including details of how you will allow access to the residential and commercial properties that are accessed along the road.	25%

	Question	Weight %
H2	Provide a detailed program for the proposed works	15%

	Question	Weight %
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H3	Provide details of all employees who will work on this contract and the areas of work they will undertake and their experience or qualifications.	10%

Part I – Pricing schedule

		Weight %
I1	Please provide details of your pricing in the schedule provided	50%

Job 1 – Repair sections of damaged bitumen macadam along the main access road leading into Park Wood including the installation of Gabion baskets.

		Unit	Quantity	Rate	Amount £
	<u>BASE / BINDER COURSE</u>				
	Supply lay & compact to falls dense bitumen macadam base course Dtp specified to BS 4987 and clause 909, nominal aggregate size 20mm; 55mm thick. (Payment will be made for actual volume of work completed)	m ²	150 (Indicative)		
	<u>WEARING / SURFACE COURSE</u>	Unit	Quantity	Rate	Amount £
	Supply lay & compact to falls dense bitumen macadam wearing course Dtp specified to BS 4987 and clause 909, nominal aggregate size 10 - 12mm; 40mm thick. (Payment will be made for actual volume of work completed)	m ²	675 (Indicative)		

	<u>Excavation / Preparation.</u>	Unit	Quantity	Rate	Amount £
	Weak/ Collapsing roadside edge. Installation of Gabion Baskets, to be filled with gabion stone. The area surrounding installed gabion baskets to be landscaped. Road closure signs to be in place whilst works are be carried out. (Payment will be made for actual volume of work completed)	m ³	300 (Indicative)		
	Plane off and remove existing damaged bitmac road layers to sound depth for re-building. Planning's to be deposited within .75 mile of site (Payment will be for actual number constructed.)	m ²	221 (Indicative)		

Provisional item

	<u>Landscaping /soiling</u>	Unit	Quantity	Rate	Amount £
	Supply and Spread soil to edges of newly laid surfacing along edges of exit road remove to tip stones etc over 50mm dia Stockpile to be tipped on site near the car park. (Payment will be made for actual volume of work completed)	Tonnes	20 (Indicative)		

***Job2 - Re-surfacing of the Forestry car park with bitumen macadam.
(Provisional item)***

	<u>BASE / BINDER COURSE</u>	Unit	Quantity	Rate	Amount £
	Supply lay & compact to falls dense bitumen macadam base course Dtp specified to BS 4987 and clause 909, nominal aggregate size 20mm; 55mm thick.	m ²	350 (Indicative)		

	(Payment will be made for actual volume of work completed)				
	<u>WEARING / SURFACE COURSE</u>	Unit	Quantity	Rate	Amount £
	Supply lay & compact to falls dense bitumen macadam wearing course Dtp specified to BS 4987 and clause 909, nominal aggregate size 10 - 12mm; 40mm thick. (Payment will be made for actual volume of work completed)	m ²	350 (Indicative)		

	<u>Regulating / levelling.</u>	Unit	Quantity	Rate	Amount £
	Supply, lay & compact to falls granular material DTP specified Type1 sub base to edges of existing car park adjacent to new channels and over existing car park areas - regulating where required. (Payment will be for actual number (Payment will be made for actual volume of work completed)	tons	40 (Indicative)		
	<u>White line thermo -plastic lines</u>				
	White lines to mark car-parking spaces, T shape at back, I at the front edge. 300mm wide as drawing. (Payment will be made for actual volume of work completed)	Car park spaces	12 (Indicative)		
	<u>Drainage</u>				
	Form v ditch to carry surface water away from channel to forest floor. Approx. 400mm deep 45° slope to sides. (Payment will be made for actual volume of work completed)	Lin m	20 (Indicative)		
	Fill for drainage trench to formation level in 40mm clean material and compact. (Payment will be made for actual volume of	Lin m	20 (Indicative)		

work completed)				
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Job 3 – Re-surfacing of the stone access road leading into the woodland with the installation of a crossover kerb.

Provisional item

		Unit	Quantity	Rate	Amount £
	<u>BASE / BINDER COURSE</u>				
	Supply lay & compact to falls dense bitumen macadam base course Dtp specified to BS 4987 and clause 909, nominal aggregate size 20mm; 55mm thick. (Payment will be made for actual volume of work completed)	m ²	280 (Indicative)		
	<u>WEARING / SURFACE COURSE</u>	Unit	Quantity	Rate	Amount £
	Supply lay & compact to falls dense bitumen macadam wearing course Dtp specified to BS 4987 and clause 909, nominal aggregate size 10 - 12mm; 40mm thick. (Payment will be made for actual volume of work completed)	m ²	280 (Indicative)		

Provisional Item

	<u>Regulating / levelling.</u>	Unit	Quantity	Rate	Amount £
	Supply, lay & compact to falls granular material DTP specified Type1 sub base to edges of existing car park adjacent to new channels and over existing car park areas - regulating where required. (Payment will be made for actual volume of work completed)	tonnes	40 (Indicative)		

Part J – Declaration

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

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

I certify that we:

1. Have not been convicted of nor are currently under investigation for any acts of conspiracy, corruption, bribery, fraud, money laundering, such acts as defined by the relevant UK law, nor any other offence within the meaning of Article 45(1) of the Public Sector Directive.
2. Are not bankrupt; nor have had a receiving order or administration order or bankruptcy restrictions order made against us; nor are in the process of or about to commence any composition or arrangement with or for the benefit of our creditors or, if registered as a partnership under Scots law have not been granted a trust deed or is subject of a petition for sequestration of our estate.
3. Have not, nor are about to be subject of a resolution or order for winding up, nor have has a receiver, manager or administrator.
4. Have not been convicted of a criminal offence relating to the conduct of our business or (being an individual) not been guilty of grave misconduct in the course of its business.
5. Have fulfilled our obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established and/or the United Kingdom.

6. Have not been found guilty of serious misrepresentation in providing any information under Regulation 23 of the Public Contract Regulations 2006, as amended.
7. Have not suffered a deduction for liquidated or ascertained damages in respect of any contract nor 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.
8. None of the senior personnel of the 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.
9. Comply with all equality related legislation, and do not treat any one group of people less favourably than others because of their age, disability, gender, race, religion/belief or sexual orientation.
10. Comply with the requirements of the Health and Safety at Work Act 1974, as amended (for organisations employing five or more people).
11. Register our interest and ask that you consider us for your shortlist to receive invitation to tender documents.
12. Confirm and declare that any information in this tender is accurate to the best of our knowledge and that we acknowledge and accept that any false information could result in rejection or, in the event of any false declaration after the award of any contract, may lead to said contract being terminated.

Date

Signature

Name (printed)

Capacity / Title

For and on behalf of

Part K – Certificate of *bona fide* tendering

Weighting: You must complete this section.

Tender No: 416.MA.00041 (T)
 Due for Return by: 9th December 2010 13.00 hours
 Subject: Park Wood Access Improvements

The essence of selective tendering is that the FCW 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 _____

Appendix A – Proposed sub-contractor details

This section must be completed for all proposed sub-contractors.

Failure to comply with this requirement may result in your submission being excluded from the process. Please note that this section is for information only, and we take no responsibility for your selection of sub-contractors.

	Question	Your Answer	
A1	Name of Organisation		
A2	Address for all correspondence		
A3	Contact Name		
A4	Contact Position		
A5	Telephone Number		
A6	Fax Number		
A7	E-mail address		
A8	Web Address (if you have one)		
A9	Address of Registered Office (if different from above)		
A10	Is your Organisation:	i) a public limited company	
		ii) a limited company	
		iii) a partnership	
		iv) a sole trader	

	Question	Your Answer	
		v) other (please specify)	
A11	Names of the Directors or Partners (if you have them)		
A12	What are the main business activities of your organisation?		
A13	Total number of employees employed by your organisation. (Including Directors, Partners, Apprentices, Trainees etc)		
A14	Length of time your business has been operating.		
A15	Group If the Organisation is a Member of a Group of Companies, please give the name and address of the main parent company.		
A16	Company Registration Number (or EU registration number)		
A17	VAT Registration Number (or EU registration number)		
A18	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 freemasonry, membership of societies, clubs and other organisations, and family.	No	Yes
		If you have answered "YES" please give details.	