

## Pre-Qualification Questionnaire for Contracts to provide Services relating to the treatment of areas affected by *Phytophthora*

To be considered as a candidate for delivering the Services relating to the treatment of areas affected by *Phytophthora* you must be able to meet all the requirements set out below and agree the declarations at the end. The form must be completed for an individual not a company or association.

In submitting this questionnaire you acknowledge that the Forestry Commission may decide at its own discretion whether or not to make a contract with you and that there is no guarantee of work arising from any contract.

Please use block capitals in this section

<b>Title (Mr, Mrs etc)</b>	
<b>Surname</b>	
<b>First name</b>	
<b>Company Name</b>	
<b>Business address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Fax</b>	
<b>Email</b>	

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<b>1. You must have the following...</b>	<b>State Yes or No</b>
Professional indemnity insurance for at least £250,000	
Public liability insurance for at least £3,000,000	

Note: there is no stipulation for credit insurance to cover defaults. However if agents operate without credit insurance any risks or liabilities will lie with the agent.

<b>2. State your relevant academic qualifications</b>
You must have a degree or a diploma in forestry or a closely related subject

<b>3. State any current memberships of relevant professional bodies</b>
This is not essential to your application but Chartered status will be preferred

<b>4. Briefly state your personal history and experience of organising and managing contracts for the harvesting and marketing of timber.</b>
You must be able to demonstrate that you have at least two years direct experience in organising forestry contracts and the practical aspects of harvesting and marketing timber. Also give an estimate of the volume of timber you personally brought to market in the last 12 months.

### **5. How many market outlets for round wood do you normally do business with at any one time?**

You must be able to demonstrate that you are an active and regular participant in the wider timber market

### **6. Declaration**

You must be able to agree all of these declarations

#### **I DECLARE THAT...**

- If I have provided untruthful information in this questionnaire this may be taken to be an attempt to commit fraud and subsequently treated as such by the Forestry Commission.

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- I have read the draft contract for the provision of services and fully understand the requirements of the Services.
- I understand that the Forestry Commission is not obliged in any way to offer me a contract for the provision of services and that there is no guarantee of work arising from any contract that may be made between us.
- I am fully conversant with Health and Safety requirements as they relate to forest operations.
- I am fully conversant with the UK Woodland Assurance Standard and its requirements relating to woodland work.
- I am fully conversant with the *Phytophthora* information and licencing documents on the Forestry Commission website.
- I am not affected by bankruptcy, insolvency, receivership, administration, compounding with creditors, winding up, amalgamation, take-over or any criminal proceedings.
- I am happy to conduct this business relationship using email wherever possible.

**Signed:**

**Print Name:**

**Date:**

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**When you have completed this Pre-Qualification Questionnaire send it to:**

**Daniel England  
Forestry Commission  
South West England Office  
Mamhead Castle  
Mamhead  
Nr Exeter  
Devon  
EX6 8HD**

**Tel 01626 890666**

**Fax 01626 891118**

**Email [fc.sweng.cons@forestry.gsi.gov.uk](mailto:fc.sweng.cons@forestry.gsi.gov.uk)**

## Terms

Submitting this questionnaire signifies your acceptance and understanding of the process and requirements. If you have doubts please contact the above address beforehand.

If we have any queries with your questionnaire we will try to contact you within a few days of receipt.

When we are content that you appear able to provide the Services we require, we will send you a draft contract by post or by email. You must print and sign the contract where indicated and return it to the address above. When we have returned a copy to you signed by us your name will be added to our list of contracted Service providers.

The list of contracted Service Providers will be set out in date order using the date we signed a contract, earliest first. It will only be used in relation to *Phytophthora* affected woodland.

Each landowner that has been served Notice to clear affected trees will be provided with the list as it stands at that time. They will have the opportunity to contact any Service provider of their choice. We will not influence their decision. If you are subsequently contacted you must provide the services as contracted.

If we are not content with your questionnaire, or do not wish to offer a contract for any other reason (including oversubscription) we will tell you as soon as we can.

You may remove yourself from the list by writing to the above address provided any work in progress at that time is completed.