

Central District
Sherwood Pines
Kings Clipstone
Mansfield
NG21 9JL
Tel 01623 822447
Fax 01623 820912
Jim Smith

Dear Sirs

**INVITATION TO TENDER (ITT) FOR Northants Mowing and Litter-picking
REF NO: FM65/15**

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:

Jim Smith

Central District

Sherwood Pines

Kings Clipstone

Mansfield

NG21 9JL

Tel: 01623 821434

Email: jim.smith@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 Northants Mowing and Litter-picking - Not to be opened until **Tuesday 10th March 2015 12.00.**

We must receive your completed tender by **Tuesday 10th March 2015 12.00.** 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 3 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 Operational 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 Operational 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

Jim Smith

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	Complete & Return
	6. Organisation Details	Complete & Return
	7a. Specific Gateway Questions	Not Applicable
	7b. Specific Award Questions	Complete & Return
	8. Pricing	
	9. Declaration	
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.

Stages	Dates
Date(s) of site visits by bidders to FC site	Week Beginning 16 th February 2015. Call Forest Centre Manager to arrange site visits
Closing date and time for enquiries	3 rd March 2015 14:00
Tender Return Date and Time	Tuesday 10 th March 2015 12.00
Expected Notification of Intent to Award	Monday 16 th March 2015
End of Standstill Period	Monday 30 th March 2015
Expected Start Date	Wednesday 1 st April 2015

Site Visits

Before the return date, bidders may need to have a site visit so that they can complete their submission. Site visits will take place in the week 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 grass mowing at Fineshade and Wakerley Woods Northamptonshire, and for grass mowing and litter picking in Salcey Forest Northamptonshire.

Our intention is to award this contract for a period of three years.

A break point is available after year one, at which time we will decide on whether the contract will continue.

The decision on whether to use the break point will be at our discretion and we will base it on the following factors: performance, budget availability.

The total value of this contract over the entire period will be in the region of £50,000

Contract Description

The contract is divided into 3 lots: for grass mowing in Salcey Forest Northamptonshire, litter-picking in Salcey Forest Northamptonshire, and grass mowing in Fineshade and Wakerley Woods Northamptonshire .

Lot 1 Salcey Forest grass cutting

In the region of £8,000 has been allocated for this for the year 2015/2016
Please refer to the appropriate operations map

a) Cutting grass areas in the main car park, around the horse box car park and picnic areas including strimming earth mounds and around forest structures i.e. signs, barriers, picnic tables, toilet block, pay and display machines – twelve cuts between the beginning of April to the end of October, ideally twice per month, but with the capacity to miss cuts due to lack of grass growth, or sodden ground conditions. The cutting will be programmed at a frequency as agreed with the Contract Manager and the timings for the cuts should take into account periods of slow or fast growth, which is dictated by the seasons.

b) Cutting alongside the main recreation trails as agreed with the FC contract manager, a width of 0.5m to 1.0m from the forest path / road edge as shown on map – six cuts between the beginning of April and the end of October.

c) Three times per year strim around all signs and waymarker posts on the main recreation trails as agreed with the FC contract manager and highlighted in yellow on the map.

d) Prerequisite to each mowing day, a litter pick is to be completed over the area to be mown removing any rubbish, wood and / or other material that will impede the cutting operations. The litter pick is to be completed by the contractor named on this schedule as a prerequisite to any mowing programmed under this schedule.

Lot 2 Salcey Forest litter picking

Please refer to the appropriate operations map

In the region of £3,000 has been allocated for this for the year 2015/2016

- a) Litter-pick main car park and horse box car park weekly, on a Monday before 08.00.
- b) The day following each bank holiday (six visits per annum) litter-pick each lay-by and wood entrance as agreed with the FC contract manager, and highlighted on the map in yellow.
- c) Dispose of litter in the FC closed skip at the FC depot.

Fly-tipped rubbish (non visitor rubbish such as general household waste, tyres, metal, wood, white goods, and electrical items) will be reported to the FC contract manager by the contractor, if found onsite, within a week.

Lot 3 Fineshade and Wakerley Wood grass cutting

In the region of £5,000 has been allocated for this lot for the year 2015/2016

- a) Regular mowing of the recreation areas at Fineshade and Wakerley Woods between the months of April and October, as shown on the maps attached. The mowing will be programmed at a frequency detailed in the tables in below and the timings for the cuts should take into account periods of slow or fast growth, which is dictated by the seasons.
- b) Prerequisite to each mowing day, a litter pick is to be completed over the area to be mown removing any rubbish, wood and / or other material that will impede the cutting operations. The litter pick is to be completed by the contractor named on this schedule as a prerequisite to any mowing programmed under this schedule.

Fineshade Wood	No. / Area	Cuts per annum
Location		
Play and picnic area	0.2ha	8
Main car park, including strimming earth mounds and around forest structures e.g. signs, barriers, picnic tables, benches, pay and display machines		4
Grassed area behind horse box car park	0.1ha	3
0.5m roadside edges of hay meadow	100 m	4
Grass edges of roadside from village turn off until car park	300m	4

Grass area around the office building	0.04ha	4
Village green	0.3ha	4
Behind the craft arches and between the containers		4
Cutting grass/vegetation areas around benches, picnic tables, waymarkers and other signs around the waymarked trails	100 approx structures	2
Cutting grass/vegetation back 0.5 to 1m of the path edge on the all ability trail from the top of the car park, following the path to the left till it meets the forest road	460 m	2
Cut vegetation back 0.5 to 1m of the cycle loop trail edges F and G	Approx 300m in total	3
Orchard	150m ²	3 – when requested by site ranger

Wakerley Wood	No. / Area	Cuts per annum
Location		
Picnic areas and car park including strimming earth mounds and around forest structures e.g. signs, barriers, picnic tables	1 ha	5
Cutting 0.5m –1m of the roadside edges of car park including around the dragons teeth	760m	5
Scartree Trail cut back vegetation back 0.5 to 1m of the cycle loop trail edges. Ensure that all vegetation is cut back 2m from waymarkers following the direction of travel on the trail.	4km	3 – when requested by site ranger

Method of measurement of work:

Checks will be made as work progresses by FC Contract manager that all operations have been completed to agreed schedule and standards.

Payment Terms

required or to the agreed standard for the work and on receipt of a valid invoice showing the sites worked and contract number.

The prices set out in the tender are for year 1 of the contract. Prices for subsequent years will be negotiated annually to allow for fluctuation in cost of material and/or labour costs. It will be expected that the price will not vary more than 5% from the tendered price year on year and that price could go down as well as up according to changes in costs. We expect the contractor to participate openly in the pricing process and negotiations.

Relevant FISA/AFAG/FastCo Safety Guides and Forestry Commission Safety Standards:

Work practices are to be as per the relevant FISA/AFAG/FastCo guides. The FISA/AFAG/FastCo guides relevant to this contract which are classed as the minimal acceptable standards are:

- FISA 501 Forest Tractors
- FISA 204 Flails and Mulchers in tree work
- FastCo 801 Noise & Hearing Conservation
- FISA 802 Emergency Planning
- FISA 804 Electricity at work

If traffic management is required to deliver the contract this will be undertaken under the Chapter 8 of the Traffic Signs Manual, 'Safety at Street Works and Road Works (A code of practice)', as it refers to 'Mobile and Minor Works carried out from a vehicle'.

Pollution:

Where any machinery is taken on site a pollution control kit will be maintained suitable for the control of any spillage from the machine or its fuelling. Any spillage must be reported to the District Office.

Hydraulic Oil – The Forestry Commission will continue to promote and support the use of biodegradable oils and will retain the option to specify the use of bio-hydraulic oils on sites that have high environmental sensitivities.

Constraints:

A record of all constraints known for the area will be passed to the Contractor. These will be made available to the Contractor on a site by site basis.

The principle constraints will be:

- Power lines
- Underground services
- 3rd Party Access
- PROW, footpaths, trails, cycle paths
- Archaeology
- Conservation
- Mining
- Water courses/Bodies/Drains

Health & Safety

All operatives must have undertaken relevant training for the machinery they are using.

The contractor must provide copies of the following prior to the start of operations:

- The Contractor will be required to provide:
 - Method statement
 - Risk assessment including the provision for lone working if required
 - Relevant certificates of competence for all who will be working on the sites
- Following receipt of the above, site safety rules and a site specific risk assessment will be agreed
- The Contractor must attend a pre-commencement meeting with the Contract Manager where site hazards, work practices, standards and environmental issues for each worksite will be discussed. It is the Contractor's responsibility to arrange this meeting, giving at least 10 working days notice.
- The Contractor must have a minimum of £5 million Public Liability Insurance and a copy of the current policy must be supplied to the Contract Manager prior to any work commencing. These documents will be held on file and therefore further presentation will not be required until annual renewal dates are reached.
- The Contractor must keep the work sites free of litter. All Contractor's litter to be removed from the forest and disposed of in the proper manner at their expense, any hazardous waste must be disposed of according to current E.U. guidelines and legislation.
- The Contractor/operatives must have, where applicable, the relevant training certification to the operation such as NPTC, FMOC.
- The Contractor must when asked by the Contract Manager provide evidence of health and safety monitoring in the form of completed AFAG/FISA check lists relevant to the operation.
- Contractor must ensure that the correct number of operatives are trained to the required level in emergency first aid as stated by the FC Policy.
- Invoices should be submitted once confirmed by the relevant Contract Manager that a particular operation has been completed satisfactorily or at payment intervals agreed.

The Forestry Commission has updated its First Aid at Work policy. This can be found at <http://www.forestry.gov.uk/forestry/inf-d-8wpmpq>. Contractors, hauliers and others wishing to work on its land will need to show that they comply with this policy.

A First Aid kit should be available to all individuals at all times. A personal kit, if required, should be carried by the person while at work. Other kits should also be at a readily locatable

and accessible place on the site.

Sustainability

In line with the Forestry Commission's sustainability objectives we expect the successful bidder to meet the following basic standards:

- Have a pollution spill kit on the work site at all times along with a Pollution control and Emergency Plan
- Ensure all machinery and tools are regularly maintained and keep maintenance records
- Take all waste away with you. Reduce, reuse and recycle where ever possible
- Leave a tidy work site.
- The Contract Manager may postpone cuts if the weather and/or ground conditions are deemed unsuitable.
- The Contractor will pull off site if they become aware that the ground conditions are not suitable or if the weather conditions change rendering the work unsafe/ineffective.
- A calendar of events taking place on the sites will be provided to the contractor who will be expected to take these into account when planning the sequence of work. The contractor will be kept informed of any changes to the calendar.

Equality & Diversity

The Forestry Commission expects the successful bidder to provide equal employment opportunities and not discriminate against people of particular religions, beliefs or ethnic origins.

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.

Section/ Module	Title	Weighting	Agreed Marking Criteria
5	Lots	Mandatory	You must provide the requested information in the relation to the lots you are bidding for, and any preferences where your capacity permits you from taking on all lots you are bidding for.
6	Organisation and Contact Details	Mandatory	<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 & 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>	Not Applicable	Not Applicable
7b	<u>Specific Award</u>	<u>Weight %</u>	The following evaluation system will be

<p>i.</p>	<p><u>Questions</u></p> <p>What methods will you use to ensure high quality standards for each of the jobs included within this contract? Please attach separate sheet if required or submit a method statement.</p>	<p>20%</p>	<p>applied:</p> <p>0 – No response or totally inadequate response</p> <p>No response or an inadequate response</p> <p>1 – Major Reservations/Constraints</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>2 – Some Reservations/Constraints</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>3 – Fully Compliant</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>4 – Exceeds Requirements</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>ii.</p>	<p>Provide details of the machinery and suitably qualified personnel you will allocate to the contract and any machinery replacement plans to meet the requirements of the contract.</p>	<p>10%</p>	<p>3 – Fully Compliant</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>4 – Exceeds Requirements</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>iii.</p>	<p>Please state how you will comply with the sustainability requirements listed.</p>	<p>10%</p>	<p>4 – Exceeds Requirements</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>60%</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	Not Used	Not Used
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

Please indicate which lots you are interested in bidding for:

Lot No:	Bid: Yes/No

If you bid for more lots than your capacity permits you must clearly state below the maximum number of lots you wish to be awarded and show us your order of preference. We will use this information during our evaluation if an organisation scores the most in more lots than their capacity. The final award of lots will be at our discretion.

Maximum Number of Lots:	
Lot No:	Lot Preferences

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.	

Organisation Details			
	Question	Your Answer	
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.)		
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.	No	Yes
		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	
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.			

6.10	Does your organisation have a written Health and Safety Policy?	Yes	No	
	Note: 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	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.			
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			
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	Minimum amount of cover required is the replacement cost			

period of the contract.				
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Tax Compliance			
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"> a) HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or b) A tax authority in a jurisdiction in which the supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or c) the failure of an avoidance scheme which the supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established? 	No	Yes
<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"> ➤ Corrective action undertaken by you to date; ➤ Planned corrective action to be taken; ➤ Changes in personnel or ownership since the OONC; or ➤ Changes in financial, accounting, audit or management procedures since the OONC. <p>In order to consider any factors raised by you, we will find it helpful to have the following information:</p> <ul style="list-style-type: none"> ➤ A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" e.g. whether HMRC or the foreign tax authority has challenged pursuant to the GARR, the "Halifax" abuse principle etc. ➤ Where the OONC relates to a DOTAS, the number of the relevant scheme. ➤ The date of the original "non-compliance" and the date of any judgement against the supplier, or date when the return was amended. ➤ The level of any penalty or criminal conviction applied. <p>Please use the box below to provide details if appropriate, and expand as necessary.</p>			

7a. Specific Gateway Questions Not Applicable

7b. Specific Award Questions

	Question	Weight %
7.	What methods will you use to ensure high quality standards for each of the jobs included within this contract? Please attach separate sheet if required or submit a method statement.	20%
Answer:		
7.	Provide details of the machinery and suitably qualified personnel you will allocate to the contract and any machinery replacement plans to meet the requirements of the contract	10%
Answer:		
7.	Please state how you will comply with the sustainability requirements listed.	10%

Answer:

8. Pricing

Please provide details of your pricing in the schedule provided below. Please give one price per lot.

Ref	Description	Price (£)
	TOTAL PRICE	

Please note:

You must provide prices for each Lot individually. If you wish to also offer an alternative bid (e.g. an offer is dependent on getting two or more Lots) this must be clearly stated on your price schedule.

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 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)

Date

Signature

Capacity / Title

For and on behalf of
