**Invitation to quote**

## This document

This document contains important information on how you can quote for this opportunity. Please read it fully and use it when preparing your quote.

## About us

Forestry England is the largest land manager in England and custodian of the nation’s public forests. Our mission is to connect everyone with the nation’s forests by creating and caring for forests for people to enjoy, wildlife to flourish and businesses to grow.

We support the Forestry Commission, the non-ministerial department responsible for protecting, expanding and promoting the sustainable management of forests and woodlands in England, and work with Forest Research.

Sence Valley is a very busy woodland and recreational venue serving the communities of Ibstock, Ravenstone and Heather in North West Leicestershire. Visitors are predominantly from these locations during the week with weekend visitors from a wider area across the region. Used principally for walking and bird watching there is growing popularity of recreational activities such as orienteering, horse-riding and cycling. Weekday use is very consistent with visitors typically staying for between one and two hours. Visitor numbers increase at weekends with typical visits of up to 3 hours. Seasonal variation is small and largely weather related with peaks during school holidays.

A pre-school operates from the upper car park using a self-contained cabin unit. Operating during school term times and during school hours this business serves families within the locality, any new concession within Sence Valley would be required to work with the pre-school to ensure no disruption to their operations or risk to their safeguarding duties.

More information is available on our website at [www.forestryengland.uk](https://www.forestryengland.uk).

We are looking to award a contract for catering concession rights for a mobile catering unit to be located in the top car park at Sence Valley Forest Park, Leicestershire, LE67 6NW.

# What we need

The following information is intended to help applicants, but Forestry England will not accept any responsibility for opinions given nor for any errors, mis-descriptions or change of circumstances that may occur. Applicants will be expected to make their own assessments of the concession potential of the area and submit bids accordingly. In doing so they should bear in mind the effects of any forestry operations, severe weather, events and other permissions.

Our intention is to award this initial permission for a period of 3 years.

The concession at Sence Valley will allow one mobile catering unit to operate from the upper car park, location marked on the attached map. The mobile catering provision must be self-sufficient; no electric hook ups or water provision is provided.

The unit must be of a high standard with regards to presentation and must meet all current health and hygiene legislation. An applicant’s unit should be available for inspection prior to the issue of any permission and a recent photograph of the unit should be included with any submission. Regular audits will be carried out by Forestry England throughout the permission period and the operator must be registered with the relevant environmental health department, hold premise licence with local council and comply with other statuary requirements.

**Vehicles and equipment**

All vehicles operated by or on behalf of the Supplier are in a roadworthy condition and suitable for the relevant road conditions and terrain. The Supplier will provide all necessary equipment required to complete the operations in a safe and efficient manner. All equipment must be fully calibrated, serviced and maintained to meet PUWER and all other appropriate British Safety Standards. All staff/sub-Suppliers must be adequately trained in the safe and proper operation of all equipment. Vehicles and plant are driven carefully and at speeds appropriate to the nature of the route, vehicular load, prevailing weather and road conditions.

All vehicles and/or machinery and/or equipment operated by or on behalf of the Supplier are to be in a safe and operable condition and, comply with and be operated in accordance with all applicable legal requirements and best practice. The Supplier provides certificates of examination and/or fitness for purpose of such vehicles and/or equipment to the Commission as requested.

The Supplier provides for the haulage or carriage of vehicles, plant and equipment to the point if use and the removal thereof when no longer required at its own cost. Unless otherwise agreed, the equipment, plant and materials brought onto the Premises remains the property of the Supplier except where the equipment, plant or materials is deemed to have been abandoned.

The Supplier ensures that the use of any machine or method of working operated by or on behalf of the Supplier which is causing or is likely to cause, in the opinion of the Commission avoidable damage to standing trees, any road, path, track or drain, or to other property, stops immediately on request from the Commission.

Machinery supplied meets all relevant UK standards and when required, must have an unmodified FOPS / ROPS safety cab prior to starting work on any site where the risk assessment determines that such operator protection is necessary.

**Offer**

For full details, please refer to our catering future document attached.

Forestry England is keen to encourage high quality and healthy food options as well as locally sourced produce. A sample menu must be included with your bid. We would also encourage the use of reusable or biodegradable food and drink containers. The successful candidate will also be held responsible for maintaining the car park free of any litter arising from sales, and to provide adequate litter bins/collection points for customers. Removal from site of this litter will be the responsibility of the catering unit and must be done in accordance to up to date government legislation.

The concession is likely to be the first point of contact for visitors to the site so we would welcome tenders from people who are willing to work with us to promote the woodland and help us deal quickly and effectively with issues. Subject to agreement opening and closing of access points and toilet facilities will form part of the permission with the successful operator.

We anticipate the successful permit holder to operate a minimum of 4 days a week, including weekends and public holidays, with consideration to increase operating hours during school holidays.

Forestry England reserves the right to close the site during periods of severe weather and to carry out all forestry operations or ancillary work e.g. fencing, road construction etc. and the concession holder must accept all risks involved. No claim will be entertained for reduction in visitor numbers or sales or any other reason resulting from Forestry England's programme of operations in the area or for any other reasons beyond their control.

The successful applicant will be required to produce proof of Public Liability Insurance of ten million pounds minimum cover. The tenant will be responsible for any rates and taxes that may be levied on the concession by the appropriate authorities.

**Key Performance Indicators**

We will be evaluating the success and performance of the permission against agreed KPIs. The exact indicators will be agreed at the commencement of the permission. These will be reviewed annually and may be adjusted by mutual agreement.

If the existing Services are varied or new Services are added, Target KPIs for the same will be agreed between the parties

# Important dates

The table below sets out the key dates you should be aware of for this quotation. We will keep you updated of any changes to these dates. We reserve the right to cancel or withdraw from the quote process at any stage.

|  |  |
| --- | --- |
| What is happening | When |
| Closing date for your questions | **20th June 2025** |
| **Closing date and time for quote returns** | **3rd July 2025** |
| Results issued | **9th July 2025** |
| Expected contract start date | **12th August 2025** |

1. **Important Dates**

The table below sets out the key dates you should be aware of for this quotation. We will keep you updated of any changes to these dates. We reserve the right to cancel or withdraw from the quote process at any stage.

|  |  |
| --- | --- |
| **Key Milestones** | **Dates** |
| ITQ Published | 19th May 2025 |
| Deadline for Queries | 20th June 2025 |
| Deadline for Quotation Returns | 3rd July 2025 |
| Contract Award | 9th July 2025 |
| Contract Start Date | 12th August 2025 |

# The Permission

The final contract with the successful contractor will be subject to the latest version of our Terms and conditions. The successful permit holder’s own Terms and conditions will not be accepted.

## General instructions

* Your completed quotation and all accompanying documents are to be in English
* All prices must be in sterling and exclusive of VAT.
* We do not have to accept the lowest priced quotation, or part, or all of any quotation.
* We may reject any quotation that is non-compliant with our requirements or specification.
* All information supplied to you by us must be treated in confidence and not disclosed to third parties
* All details of your quotation, including prices and rates, must be valid for our acceptance for a period of 30 days.
* Once the contract has been awarded, any additional costs incurred which are not reflected in the quotation will not be accepted for payment.
* Offering an inducement of any kind in relation to obtaining this or any other contract with Forestry England will disqualify your quotation from being considered and may constitute a criminal offence.

## What to send to us and how it will be scored

## Send your completed quotation to jo.pitt@forestryengland.uk

With your quotation you must return our Contractor Health and Safety Questionnaire which has been supplied with this invitation to quote.

In your quotation you must answer the following award questions. How we will score each part your quotation is shown in the table below.

|  |  |  |
| --- | --- | --- |
| **Award Questions** | **Weighting %** | **Scoring** |
| We expect;  High quality catering provision, regardless of the season to be provided. Food offer to meet specific needs of the visitor profile at the location whilst always being mindful and keeping abreast of wider food and beverage market trends.  The service delivered will be warm, welcoming, and friendly. Well trained staff will be knowledgeable about the products served as well as Forestry England’s values and the location in which they are working. The service delivery should make visitors want to return to our forests again and again.  Catering staff will act as site ‘ambassadors’ with the knowledge to explain and support the visitor experience not just in the catering facilities but across the whole site.  Provide details of the skills, knowledge, qualifications and experience of the key people that will work on this permission. | 25% | **0 Unacceptable** - Unanswered or the evaluators do not have any confidence in the bidder's proposed delivery of the requirement.    1 **Poor** - The information submitted is very limited or not relevant or contains significant weaknesses; and/or no supporting documentation has been provided; and/or the evaluators have significant reservations regarding the bidder's proposed delivery of the requirement.    **2 Limited** - The information submitted is limited or contains many minor weaknesses; and/or insufficient supporting documentation has been provided; and/or the evaluators have limited confidence in the bidder's proposed delivery of the requirement.    **3 Satisfactory** - The information submitted addresses most aspects of the requirement; and/or provides acceptable methodology and supporting information that contains no more than moderate weaknesses; and the evaluators have moderate confidence in the bidder's proposed delivery of the requirement.    **4 Good** - The information submitted addresses all aspects of the requirement; and/or provides a clear methodology and relevant supporting information, containing only very minor weaknesses; and the evaluators have confidence in the delivery of the requirement, with no more than very minor reservations.    **5 Excellent** - The information submitted addresses all aspects of the requirement in detail; and/or provides a clear and complete methodology and relevant supporting information which does not contain any weaknesses; and the evaluators have complete confidence in the delivery of the requirement. |
| As an organisation tasked with protecting our natural landscape, Forestry England must stand out as leaders in environmental protection in all our activities. Our catering partners will make conscious and conscientious decisions that minimise the environmental impact of the catering service in line with and to assist Forestry England in meeting its sustainability commitments. From ingredients sourcing, production methods, packaging choices, furniture and catering equipment selection and the use of resources (utilities through to waste disposal), environmental impact will be considered in all aspects of the service. The measures taken to reduce environmental impact will be communicated to our visitors to both inform and to educate.  Please detail how you will work to meet these commitments | 25% |
| Describe how you achieve the key deliverables and milestones of this permission as detailed below:   * Ingredients and producers reflecting the region and supporting local employment. * Menus will be changed seasonally to reflect the season and will be engineered to ensure a consistent and speedy delivery regardless of the level of trade * There will be a varied selection of products to suit a wide range of customers from diverse communities with cultural, ethical or dietary needs including those with allergies. | 10% |
| Pricing    Forestry England makes a charge for businesses operating on our sites.  As a guide we envisage £21,000 over the lifetime of the permission. This can be delivered through base rent and/ or turnover.  This may be broken down into year 1, year 2, year 3 to show growth throughout the permission period, or may be expressed as a flat yearly rate throughout the lifetime of the permit.  We recognise that your offer may be lower in the first year of operation while the business is established, however this application is a competitive process.  Please detail your proposed payment model to Forestry England.  The permit holder will be invoiced quarterly with the agreed pricing model. | 40% | The highest total quoted price will receive the maximum score available for this section. We then calculate the other scores by dividing the highest price by your quoted price and then multiplying by the weighting available.    highest price/actual quoted price x 40 = Score |