

Invitation to quote

DEER CONTROL LICENCES - TENDER INFORMATION

Our Reference: DCL2022 [Lot 1 and Lot 2]

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.

More information is available on our website at www.forestryengland.uk.

What we need

Forestry Commission, acting through Forestry England (hereinafter referred to as Forestry England), invites tenders for an **annual licence to control deer within two areas of our East England Forest District**.

This is an opportunity for individuals/ groups/ organisations to undertake deer control on land managed by the Forestry England, for the purpose of controlling the deer populations.

The deer control is not a sporting or commercial stalking venture and will be carried out professionally by the Licence Holder and other nominated persons. Failure to comply with this condition will result in immediate termination of the licence.

Our intention is to award this contract for a period of 1 year initially. The contract will be subject to optional extensions on an annual basis, for up to 5 years (1+1+1+1+1). Subsequent, but separate, licences will be tendered for separately.

To ensure that high conservation and forestry standards are met, annual cull targets will be set and accurate records will have to be provided to the Forestry England. This will be done by the return of a spreadsheet to the appropriate Forest District contact, as detailed in part 5.1.2 of the conditions within the Licence Contract. The Licence Holder will retain all carcasses and may sell the venison.

Information concerning the Licence Tender

You will find all of the information required to complete a tender application on our website at <https://www.forestryengland.uk/business-opportunities>.

The information provided here includes:

- Tender submission form (including Pricing Schedule and Health and Safety form)
- Interview scoring guidance

- An example copy of the Deer Control Licence contract

It is the applicant's responsibility to read and fully understand the terms of the agreement.

The following two woodlands will be up for tender this year, both of which are in our East England Forest District:

Lot 1: Snape Wood

Lot 2: Lineage, Spelthorn and Stanstead

Extensive particulars and descriptions, as well as maps of individual areas of land are available from the National Operations team at operationsadmin@forestryengland.uk. These should be requested and considered completely before placing a tender. When making a request for information you must detail which of the above named woodland area(s) you require information for by name.

Please note the deadline for requesting information regarding the tender locations is **14 June 2022 to 13 July 2022**. No more information requests or questions will be accepted after this date.

Prospective Licence Holders are required to have satisfied themselves as to the precise area and nature of the ground involved, access routes and the terms & conditions of agreement before submitting a tender. It is also strongly recommended that the site be visited and inspected in the presence of a local Forestry England member of staff. Forestry England staff will be available for viewings during the dates stated below in this letter. Please be aware that although site visits are not mandatory you will be asked to submit an account of the site within your tender submission. This will be a scored element and, therefore, a visit to the location would be highly beneficial.

Prospective Licence Holders **must** possess the following:-

- Deer Stalking Certificate (DSC) Level 1 and 2 or equivalent British qualification e.g. NVQ/SVQ level 2 units C49 and C50 in Game and Wildlife Management or St Hubert Lantra deer stalking qualification. This must also include Large Game Handling
- Valid British Firearms Certificate including authorisation to hold a calibre of firearm which is suitable and legal for all deer species in the UK. The firearm that will be used must be clearly marked on the Firearms Certificate and correspond with the gunsmith certificate required as part of E2 on the ITT response form.
- Valid Public Liability Insurance to a minimum value of £10 Million
- Moderated firearms
- A road legal vehicle suitable to gain access into the forest and retrieve carcasses if the area requires it. In all cases carcasses must be retrieved.
- First Aid + F certificate

Depending on the site, the Licence Holder may require additional persons to be included on the Licence as Authorised Controllers. In this instance, authorised controllers must also possess all of the above.

We require that all License Holders and Authorised Controllers use factory non-lead ammunition whilst operating under this licence and for the skills test.

Health and Safety

The Licence Holders' work and the equipment and installation must comply fully with the requirements of UK Legislation, including but not limited to:

- Health and Safety at Work Act 1974

The Licence Holder must comply with any other acts, orders, regulations and codes of practice relating to Health & Safety in the UK which may apply to the equipment or to staff and other persons working on our premises in the performance of the contract.

In addition to this, all staff and other persons working on our land must comply with Forestry England Health & Safety requirements.

Forestry England manages the health and safety of its contracts in accordance with 'The Safe Conduct of FC Contracts' commonly referred to as red amber green (RAG). Further information can be found in the following link.

<https://www.forestryengland.uk/article/safety-contracts>

The Interview

We intend to take the top three applicants through to interview stage, although we reserve the right to take more, less or none if necessary. The selection of potential Licence Holders for interview will be based on the scores achieved through the tender submission. The scoring system will be based on the information that you supply when completing the tender submission along with the pricing schedule and any additional supporting documents that you provide.

We anticipate that interviews will take place at one of our East England Forest District offices between **10 and 19 August 2022**.

If selected for interview you will be required to bring originals of your relevant documents (Firearms certificates, DSC awards, Public Liability Insurance) along with you on the day. Please note **failure to do so will result in a 'Fail' under the firearms skills test section** of the Interview Scoring Form.

Firearms Skills Test

If you are selected for an interview, this will incorporate a firearms skills test. You will be observed at all times and all your actions will be taken into account whilst handling a firearm. Candidates will be observed and assessed on their ability to demonstrate safe firearms handling and marksmanship from a variety of shooting positions. Please be aware that the firearms skills test will follow the DSC Level 1 Shooting Assessment. Both elements will be considered in your Pass or Fail mark.

Candidates are allowed **two attempts** to meet the required shooting standard on the day of the test. If you do not meet the required standard within these two attempts you will automatically receive a 'Fail' and be given no further attempts- meaning your tender bid will not be taken forward and will effectively become void.

Winner Selection

The applicant obtaining the highest score at interview may be offered a Deer Control Licence. If successful with their skills test, further skills tests for all Authorised Controllers will then be carried out prior to pre-commencement meetings (please refer to section 5.2.4 of the FE Deer Control Licence contract).

Prospective Licence Holders who tender for more than one licence area and are successful can not merge licence areas into one or merge with any existing licence area that they may hold.

Your questions

For any questions regarding the tender process, tender documents or the nature of the contract please contact Sarah Dyson at sarah.dyson@forestryengland.uk.

For any specific questions on the nature of the woodlands, local area or deer control itself please contact the local contract manager listed above for each of the woodlands. Please note the deadline for any questions regarding the tender is **13 July 2022**. No more questions will be accepted after this date.

The Contract

The final contract with the successful contractor will be subject to the latest version of our Terms and conditions, please see attached example contract for more information. The successful contractor'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.
- All information supplied to you by the 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

Before any tender is submitted, applicants should carefully consider all the information provided in the tender documents and during the site visit, if taken. You should then complete all of the following steps:

1. If you wish to view an area in advance of submitting your tender please contact the following Forestry England staff for each of the woodlands listed below by **08 July 2022**. Dates for the viewings with Forestry England staff will be during the period from **14 June 2022 - 08 July 2022**.

Lineage, Spelthorn and Stanstead	James Upson at: james.upson@forestryengland.uk
Snape Wood	James Upson at: james.upson@forestryengland.uk

2. Complete the provided **Deer Control Licence Tender Submission Form**. This must be completed and returned along with additional labelled supporting documentation e.g. copies of qualification certificates, insurance certificates, summary of experience etc. Please be careful not to enclose any originals as we are unable to return any documentation sent to us.

Within this Submission Form please complete the **Tender Pricing Schedule table** fully, ensuring that the information provided is clear and that you provide full and correct contact details, as requested. Please also complete the **Health and Safety questionnaire** in full.

4. **Two separate copies** of all the Tender documents must be delivered in the post or by hand, by 12:30pm on Wednesday 20 July 2022, to the following address:

East England Office
 Thetford Forest
 Santon Downham
 Brandon
 Suffolk
 IP27 0AF

The outside of the envelope should be clearly marked with: **“DCL2022 - Deer Control Licence Tender - Do not open until 20 July 2022 at 12:30pm”**.

It is your responsibility to ensure that the correct postage is paid and that the tender documents are delivered to the correct address on time.

All Tenders will be opened at the East England District Office after 12.30pm on 20 July 2022. **Tenders received after this time will be opened but will be counted as VOID**. Forestry England is not bound to accept any tender and reserves the right to withdraw any or all of its proposed areas at any time.

Please note faxed or emailed tenders will not be considered.

Quotation

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
Please provide a written summary of your previous deer control experience	25%	0 Unacceptable - Unanswered or the evaluators do not have any confidence in the bidder's proposed delivery of the requirement.
Please provide evidence of any relevant additional deer related training you have undertaken	10%	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.
Explain how you are equipped to undertake deer control, for example, with reference to access to suitable vehicle(s) and/or trained deer dog(s)	10%	
Write a brief account of the site to demonstrate your understanding and knowledge of the site particulars. Your answer could include any relevant observations gained during site visits.	20%	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

<p>NB- Please include one, separate account for each site if you intend to tender for more than one.</p>		<p>the bidder's proposed delivery of the requirement.</p>
<p>Please outline your processes for reducing your carbon footprint in the contract and how this can contribute to Forestry England's target of being Carbon Free by 2033</p>	<p>5%</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>Pricing Tender Price (£) exc. VAT per Licence Area.</p>	<p>30%</p>	<p>The lowest quote will receive the maximum score available for this section. This will be a score of 5 which will then be multiplied by the weighting. All other quotes will be divided by the lowest price and then multiplied by the maximum mark available before being weighted.</p>