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Opportunity

## **Third Cycle of the Field Data Collection Survey for the National Forest Inventory (NFI) of Great Britain.**

Forest Research

F02: Contract notice

Notice reference: 2021/S 000-003542

Published: 23 February 2021, 9:32am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Forest Research

Silvan House, 231 Corstorphine Road

Edinburgh

EH12 7AT

#### **Contact**

Geoff McCatty

#### **Email**

[geoff.mccatty@forestresearch.gov.uk](mailto:geoff.mccatty@forestresearch.gov.uk)

#### **Telephone**

+44 3000674419

**Country**

United Kingdom

**NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

<https://www.forestresearch.gov.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[https://www.dropbox.com/sh/akroyfcvzdipqh0/AABpGd\\_lerrPjSjHvfGpmZtya?dl=0](https://www.dropbox.com/sh/akroyfcvzdipqh0/AABpGd_lerrPjSjHvfGpmZtya?dl=0)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.dropbox.com/request/CvgyyImmS7lxeN4durSZ>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Other activity

Forestry research

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**Section II: Object**

## **II.1) Scope of the procurement**

### **II.1.1) Title**

Third Cycle of the Field Data Collection Survey for the National Forest Inventory (NFI) of Great Britain.

Reference number

CR2020/21/010

### **II.1.2) Main CPV code**

- 77231400 - Forest inventory services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Survey work for the third 5-year cycle of field data collection for the National Forest Inventory (NFI) of Great Britain. The National Forest Inventory (NFI) programme monitors woodland and trees within Great Britain. It involves a 5-year cycle, rolling programme of in-depth surveys designed to provide accurate information about the size, distribution, composition and condition of Great Britain's forests and woodlands, and also about the changes taking place through time. The NFI is essential for developing and monitoring the policies and guidance that support the sustainable management of forest and woodland. Forest Research manages the NFI programme and is responsible for this procurement. NFI survey contractors will gather a variety of information, such as tree species, heights and ages, and the woodland area within each 1-ha sample square. They will also input the survey results data and information directly into a Forest Research geo database programme (part of Forester GIS).

### **II.1.5) Estimated total value**

Value excluding VAT: £3,500,000

### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The framework has 108 Lots. Suppliers must tender for minimum of 3 Lots. Where there are multiple bids for the same Lot, multiple suppliers may be allocated to that Lot on a ranked basis, with the 1st ranked supplier being the primary supplier for that Lot: Suppliers will only be appointed to the framework if they have been successful in being assessed as primary supplier in 3 or more Lots.

## **II.2) Description**

### **II.2.1) Title**

Lot No

0

### **II.2.2) Additional CPV code(s)**

- 77231500 - Forest monitoring or evaluation services

### **II.2.3) Place of performance**

NUTS codes

- UK - UNITED KINGDOM

Main site or place of performance

UNITED KINGDOM

### **II.2.4) Description of the procurement**

Survey work for the third 5-year cycle of field data collection for the National Forest Inventory (NFI) of Great Britain

The NFI programme monitors woodland and trees within Great Britain. It involves a 5-year cycle, rolling programme of in-depth surveys designed to provide accurate information about the size, distribution, composition and condition of GB's forests and woodlands, and also about the changes taking place through time. The NFI is essential for developing and monitoring the policies and guidance that support the sustainable management of forest and woodland. Forest Research manages the NFI programme and is responsible for this procurement

Procurement of a non-exclusive, multi-Lot, multi-supplier framework agreement for forest surveying services covering, in the main, the 3rd 5-year cycle of NFI field data collection. Under this framework the intention is to re-survey at least 10,000 1st & 2nd cycle 1-hectare sample squares but there will also be a volume of new sample squares to be assessed and significant, but as yet unquantified, woodland survey work in England relating to the Natural Capital Ecosystem Accounts programme, plus possible reactive, ad hoc survey work (e.g. in response to storm damage or disease).

The framework covers the whole of GB and is broken down into 108 individual geographical-based hexagon-shaped Lots (most of comparable size and approximately 36 miles across at the widest point – see map of Lots along with the Field Manual summary document [https://www.dropbox.com/sh/akroyfcvzdipqh0/AABpGd\\_lerrPjSjHvfGpmZtya?dl=0](https://www.dropbox.com/sh/akroyfcvzdipqh0/AABpGd_lerrPjSjHvfGpmZtya?dl=0)), offering potential opportunities for work for the full range of experienced surveyors and forestry specialists, small and large, from sole traders to multinationals.

Suppliers will be required to tender for at least 3 Lots. Where there are multiple bids for the same Lot, multiple suppliers may be allocated to that Lot on a ranked basis based on the tender assessment, with the 1st ranked supplier being the primary supplier for that Lot. Suppliers will only be appointed to the framework if they have been successful in being assessed as primary in 3 or more Lots. Each primary supplier will be awarded the work within their given Lots and a forward work schedule agreed with them. Framework suppliers will be considered for ad hoc survey work in areas that are covered by their Lots and, depending on the nature of the work, it will be carried out at framework rates or for a quoted price.

NFI survey contractors will gather a variety of information, such as tree species, heights and ages, and the woodland area within each 1-ha sample square. They will also input the survey results data and information directly into a Forest Research geo database programme (part of 'Forester GIS', details here <https://www.forestresearch.gov.uk/tools-and-resources/forester/>), for which training and software-loaded hardware (Toughbooks) will be provided by Forest Research.

The NFI Survey Manual provides the detailed specification for the work required and appointed suppliers will be required to comply with the Manual in delivering the survey services. Suppliers considering expressing an interest in this framework are urged to first familiarise themselves with the requirements of the NFI Survey Manual contained in the summary document.

The tendering process for this procurement will involve mandatory field trials. The field trials will test the candidates' knowledge and understanding relevant to the competencies needed to successfully undertake the survey work. The trials, which will be conducted during the tendering period, will be carried out in the field or possibly on-line, if necessary. Tenderers will be required to make themselves available for the field trials and at least one representative of the tenderer must pass the mandatory field test in order for its tender submission to be considered for evaluation.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £3,500,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 6

Objective criteria for choosing the limited number of candidates:

The procurement will be conducted using the Restricted Procedure as follows:

1. Suppliers interested in participating in this procurement must meet the requirements

stated below\* and in Section III.1) of this Notice and those who do should download a copy of the Supplier Selection Questionnaire from here

[https://www.dropbox.com/sh/akroyfcvzdipqh0/AABpGd\\_lerrPjSjHvfGpmZtya?dl=0](https://www.dropbox.com/sh/akroyfcvzdipqh0/AABpGd_lerrPjSjHvfGpmZtya?dl=0).

2. Candidates must complete and return the Selection Questionnaire by the closing date stated in Section IV.2.2).

3. The returned Selection Questionnaires will be assessed and the results used to determine the candidates that will be included on the tender list/invited to submit a tender.

4. Details of the selection criteria and scoring are set out in the Selection Questionnaire.

\*5. The Selection Questionnaire will be based on the standard SQ (<https://www.gov.uk/government/publications/procurement-policy-note-816-standard-selection-questionnaire-sq-template>). Requests to participate will not be considered from suppliers that meet the grounds for mandatory exclusion set out in Part 2 Section 2 of the SQ/under Regulation 57(1), (2) and (3) of the Public Contracts Regulations 2015.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The term of the framework will be an initial three (3) years with options to extend the term up to five (5) years

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

To respond to this opportunity please click here:

[https://www.dropbox.com/sh/akroyfcvzdipqh0/AABpGd\\_lerrPjSjHvfGpmZtya?dl=0](https://www.dropbox.com/sh/akroyfcvzdipqh0/AABpGd_lerrPjSjHvfGpmZtya?dl=0)

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

The Selection Questionnaire requires suppliers to provide information and evidence relating to their past and current financial standing and their current trading position: This information will be used in the tender list selection process and - updated - in helping to determine award of Lots (the amount of work commensurate with the supplier's capacity).

Minimum level(s) of standards possibly required

Suppliers will be required to have the following insurances in place before they can be awarded a place on the framework:

- Employer's Liability, with cover of not less than £5m (nb this includes sole traders)
- Public Liability, with cover of not less than £2m.

The Selection Questionnaire includes a pass/fail question requiring the applicant supplier to provide evidence either that it has the specified insurances in place (e.g. a copy of the Insurance Certificate or a cover note from the insurer) or that it would be able to obtain the specified insurance (e.g. a copy of a quote for the insurance from a reputable insurance provider).

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

The importance of the NFI - and the need to obtain high quality, accurate and reliable data, and to do so in a consistent, quality-assured and timely manner - and the nature of the survey work - with non-client supervised and often remote working and a reliance on the supplier to perform safely, efficiently and effectively with limited intervention whilst representing Forest Research's interests and protecting Forest Research's reputation with third parties (e.g. land owners and the public) - means that suppliers will need to have demonstrable experience of successful delivery of this type of work under comparable [contractual/working] arrangements.

Suppliers will be required to provide examples as evidence that they have the relevant



experience to do the work described in Section II.2.4).

Assessment of peoples' qualifications, competencies (skills, knowledge & experience) and past conduct/performance will feature strongly in the tender list selection and tender assessment. This includes persons involved in the contract and undertaking the work, both actual on-the-ground survey work and the broader data handling, planning, reporting and work supervision and contract management activities. In order to respond to the Selection Questionnaire, participate in the field trials and, ultimately, submit a tender, interested suppliers will need to begin to engage with any prospective staff and potential subcontractors now.

The Selection Questionnaire requires details of staffing/personnel and any proposed subcontractors (as will the subsequent Invitation to Tender), but it is recognised that these [staffing/subcontract] arrangements are subject to finalisation and may change at any time prior to award of contract. Suppliers must notify Forest Research if at any time there is any change in the staffing or subcontract arrangements proposed. In the event of any change, Forest Research reserves the right to review and revise its assessment of the supplier's prequalification application and/or its tender submission based on the updated information: This may involve further field trials for any 'new' personnel put forward by the supplier.

Once the contract has commenced, only survey data collected by individuals who have passed the field trials will be accepted; suppliers will need to take this into account for the tendering process and put forward an appropriate number of field trial candidates relevant to the number of Lots they intend to bid for.

Minimum level(s) of standards possibly required

Once the contract has commenced, only survey data collected by individuals who have passed the field trials will be accepted; suppliers will need to take this into account for the tendering process and put forward an appropriate number of field trial candidates relevant to the number of Lots they intend to bid for. Should all of a suppliers' candidates fail to pass the field trials or fail to attend the field trials, this will discount the supplier's tender submission from further consideration.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Suppliers must accept that the base Conditions of Contract for the framework and any contracts arising from this procurement will be Forest Research's Conditions of Contract for the Supply of Services (Non-Operations) (available to view/download here: <https://www.forestresearch.gov.uk/about-us/procurement/>). Requests to participate will not be accepted from applicants that fail to confirm acceptance.

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

The NFI Survey operates on a 5-year cycle (this is the third cycle) and the agreement is to correspond to the scope of work i.e. the full five year survey

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

22 March 2021

Local time

10:00am

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

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### **Section VI. Complementary information**

#### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: c6 months prior to the end of any framework agreement implemented as a result of this procurement

#### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

#### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

Assessment of peoples' qualifications, competencies (skills, knowledge & experience) and past conduct/performance will feature strongly in the tender list selection and tender assessment. This includes persons involved in the contract and undertaking the work, both actual on-the-ground survey work and the broader data handling, planning, reporting and work supervision and contract management activities. In order to respond to the Selection Questionnaire, participate in the field trials and ultimately submit a tender, interested suppliers will need to begin to engage with prospective staff and potential subcontractors now.

The Selection Questionnaire requires suppliers to state whether there is any known or potential conflict of interest in relation to this procurement, for example if any of those involved or likely to be involved with the tender list selection process, tendering, managing the contract or performing the work share private interests with anyone within Forest Research such as family, friends, membership of societies, clubs and other organisations.

The tender list selection criteria are stated in the Selection Questionnaire.

The contract award criteria, weightings and scoring method will be stated in the Invitation to Tender.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=534707313>

GO Reference: GO-2021223-PRO-17829239

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Forestry Commission

620 Bristol Business Park

Bristol

BS16 1 EJ

Telephone

+44 3000676156

Country

United Kingdom

### **VI.4.4) Service from which information about the review procedure may be obtained**

Forestry Commission

620 Bristol Business Park

Bristol

BS16 1 EJ

Telephone

+44 3000676156

Country

United Kingdom