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Tender

Face to Face Membership Recruitment Services

Forestry England

F02: Contract notice

Notice identifier: 2023/S 000-003961

Procurement identifier (OCID): ocds-h6vhtk-03a424

Published 9 February 2023, 10:05am

Section I: Contracting authority

I.1) Name and addresses

Forestry England

620 Coldharbour Lane

Bristol

BS16 1EJ

Email

arran.price@forestryengland.uk

Telephone

+44 3000674000

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.forestryengland.uk/>

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Bristol:-Membership-organisation-services./X8F3T2Z453>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.delta-esourcing.com/>

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Other activity

Forestry

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Face to Face Membership Recruitment Services

Reference number

FEE/1096

II.1.2) Main CPV code

- 98100000 - Membership organisation services

II.1.3) Type of contract

Services

II.1.4) Short description

We will be awarding a contract for supply of face-to-face (F2F) membership and fundraising recruiter services to increase Forestry England's supporter base and associated income.

II.1.5) Estimated total value

Value excluding VAT: £546,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

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

In 2023 we will be launching a national membership scheme where members will be able to park without charges at any Forestry England site. Local membership options will continue to run alongside this national scheme.

Only 4k Forestry England memberships, approximately 10% of total sales, were sold at our

forest centres last year, despite them having large footfall and a captive market. The

remainder of membership sales are sold online from forestryengland.uk or via our call

centre.

We wish to introduce face-to-face membership recruiters at a minimum of 6 forest centres (1 recruiter per forest centre) to grow supporters, increasing membership acquisitions and fundraising income.

II.2.5) Award criteria

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

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Contract contains extension options up to a further 24 months. The contract may be re-tendered at the end of the initial period or at any time prior to the end of the final extension period.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

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

Date

10 March 2023

Local time

12:00pm

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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

10 March 2023

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Bristol:-Membership-organisation-services./X8F3T2Z453>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/X8F3T2Z453>

GO Reference: GO-202328-PRO-22086716

VI.4) Procedures for review

VI.4.1) Review body

High Court

London

Country

United Kingdom